



Granville County Public Schools

LEA Testing Plan 2020-21

Contact Information

LEA Test Coordinator: Amy C. Rice, 919-691-7385

Test Security

1. Test materials arriving at the central office will be counted by the Granville County Public Schools Testing Department. Any discrepancies will be faxed to TOPS within 5 days of arrival.
2. Test materials will be stored in the locked Granville County Public Schools Testing Department Storage rooms until needed and after use until securely destroyed. Used and scanned answer sheets (as well as mark-in-book tests) will be stored at the same location for 6 months following testing. (*Note GCPS uses online testing for all tests except ACT and those needing paper/pencil for accommodation).
3. Testing Staff will count and package test materials for each school.
4. School Testing Coordinators (STC's) will receive materials prior to the first day of testing on a pre-determined day through courier. STC's will count to verify materials, sign the [Inventory Sheet](#), and fax to Central Office Testing Department within 48 hours.
5. School Testing Coordinators will store materials in a locked, secure location at the school until needed for testing. Each principal will document all key holders to the secure area. Cleaning staff should not have keys to the secure storage area.
6. On test days, test materials are distributed to test administrators. School Testing Coordinators will have a system in place for administrators to sign materials out and back in at the end of testing. School Testing Coordinators will utilize a [Classroom Distribution Checklist](#) for recording specific numbers of test materials distributed to and received back from each test administrator. Materials may not remain in classrooms after testing is finished.
7. School Testing Coordinators make plans for editing answer sheets and completing Mark-In-Book accommodations after testing under secure conditions (a group setting).
8. School Testing Coordinators will deliver to the Central Office Testing Department all testing materials when testing has concluded (after make-up testing). Central Office Testing Staff will count and sign in materials at the time that they are received. Any inventory discrepancies will be investigated and resolved immediately.

9. Materials designated by the State for destruction are securely shredded.
10. NC Testing Code of Ethics). Sign-in sheets and the Test Security Agreements are kept on file at the district office.

Training

1. **LEA Testing Coordinator** will train school testing coordinators (STCs) prior to every testing window. STCs will sign a training sign-in sheet and a Testing Security Agreement which includes the NC Testing Code of Ethics. Sign-in sheets and Testing Security Agreements are kept on file at the district office.
2. **LEA Testing Coordinator** will train STC's by November 1, 2021 on the following:
 - Use of Test Accommodations and Modifications (Testing Students With Disabilities Manual)
 - LEA e-mail and FERPA protocol
 - Test Coordinator's Handbook including District and School Test Plans
3. **School Testing Coordinators** will train all test administrators and proctors at least one week prior to the first day of the testing window. Both administrators and proctors will sign a training sign-in sheet and a Test Security Agreement (which includes the NC Testing Code of Ethics). Sign-in sheets and the Test Security Agreements are kept on file at the school for 1 year.
4. **School Testing Coordinators** will train instructional personnel by November 23, 2021 on the following:
 - Use of Test Accommodations and Modifications (Testing Students With Disabilities Manual)
 - LEA e-mail and FERPA

Testing Environment

1. School Testing Coordinators will check all test administration sites and hallways prior to the first day of testing to ensure all information on tested content areas and test-taking skills has been removed from walls or covered.
2. Test administrators should report all concerns about lighting, temperature, etc. promptly to the school principal so that the maintenance staff may resolve the situation.
3. All intercom announcements and phone calls to / from testing rooms will not be allowed during testing.
4. School Testing Coordinator, principal, and other designated personnel should be visible in hallways at all times during testing. They should monitor individual testing rooms as they patrol the hallways.
5. LEA Testing Coordinator and other LEA administrators will visit schools randomly and complete the Site Observation Form. LEA Testing Coordinator will be available at all times during testing for testing emergencies.

School Testing Plans

1. School Testing Coordinators will submit a School Level Test Plan to LEA Testing Coordinator at least one week prior to the first day of testing.
2. Test administrators **MUST** be LEA/school employees with professional training in education who have attended testing training prior to every testing window. Retired teachers serving as substitute teachers may be test administrators.
3. Proctors are assigned to every EOG, EOC and NCFE testing situation regardless of the number of students being tested. Proctors are school employees, trusted parents, or community members who have attended a proctor training session prior to every testing window and are age 18 or older. Proctors are not presently enrolled as a student in the K-12 public school system and may not proctor where a relative is the test administrator or an examinee. Roving Proctors may serve up to three testing rooms under the following conditions: Administrators do not teach the subject matter being tested (i.e. 3rd grade math, or English II), Roving Proctor Plan has been pre-approved by the LEA Test Coordinator.
4. Administrators and proctors must be trained before **EVERY** test!
5. Anyone noticing a potential problem **MUST** report the problem to the School Testing Coordinator, Principal, or LEA Testing Coordinator so that the problem can be properly documented and investigated.

On-Line Testing

1. Technical Specifications for on-line testing requirements will be shared with the technology director prior to any testing window(s).
2. Efforts will be made to reduce internet traffic at school sites where testing occurs during times of the test.
3. The Network Engineer and school Technicians will be notified of plans to administer on-line tests and are asked to assist or be on stand-by to address technical issues that may arise.
4. School Test Coordinators will ensure that information saved or cached on computers is purged or deleted immediately after on-line testing.
5. School Test Coordinators will monitor on-line testing to be sure technical issues are resolved quickly.
6. Students are required to complete an on-line assessment tutorial at least one time at school before test day(s).

District Testing Calendar

1. A District Testing Calendar is shared prior to the first day of school with central office administrators, principals, and STC's.
2. An up-to-date District Testing Calendar is posted on the district website
3. Schools are responsible for sharing with parents and students the required testing and test formats (i.e. online or paper/pencil) prior to testing.

Accommodations for testing

1. Students taking on-line tests are not to use the accommodation: **Teacher Reads Test Aloud - Everything**. Students may utilize **Computer Reads Test Aloud by Student Request** in conjunction with **Teacher Reads Aloud by Student Request** for captions or frames that do not have audio files.

Separate Room is not required for Computer Reads Test Aloud as long as headphones are provided.

- o Rare cases where the IEP team feels a student needs Teacher Reads Aloud – Everything for an on-line test should be submitted to the Director for Exceptional Children and LEA Test Coordinator on or before December 1 (Fall testing) or April 1 (Spring testing).
2. Due to restrictive testing windows, the accommodation **Multiple Test Sessions (multiple days)** must be approved by the Director for Exceptional Children and LEA Test Coordinator on or before December 1 (Fall testing) or April 1 (Spring testing).
 3. Schools that have disproportionate numbers of students using the accommodation **Mark In Test Book** will be notified. Assistance will be offered to determine if students can transfer answers to an answer sheet without error. Documentation will be provided to the EC / 504 / LEP team to decide whether to discontinue the accommodation.
 4. Mark-in-Book and One-item-per-page are not available for on-line test administrations.
 5. Accommodations may be disallowed if not routinely used.
 - o *“Students must not receive unnecessary, inappropriate, or unfamiliar accommodations. For any state-mandated test, accommodations must (1) be documented in the student’s current IEP or Section 504 Plan, and (2) the documentation must reflect their routine use during instruction and similar classroom assessments that measure the same construct.”*
--Testing Students With Disabilities, August 2020
 - o Students are required to have at least 30 school days to use an accommodation prior to testing. (This is a change from the 2015-16 requirement to have 30 calendar days).
 - Fall / Winter testing accommodations must be added by November 2020
 - Spring testing accommodations must be added by April 2021
 6. The Review of Accommodations (ROA) Forms are required for every state-mandated test to be completed prior to testing (column 1) and immediately after testing (column 2). Completed forms are returned to the student’s IEP, Section 504, or English Learner folder. The purpose of this form is to document the required, provided, and used accommodations during testing. Any irregularity will be reported to the STC and LEA Test Coordinator.
 7. Accommodations must be appropriately entered into the following systems prior to testing:
 - o Easy IEP
 - o PowerSchool – Section 504 coordinator for students with a 504 Plan
 - o PowerSchool – Administrative Assistant for Federal Programs for students who are English Learners

LEA e-mail and FERPA protocol

1. Personally Identifiable Information such as student UID’s, SSN’s, identification in special programs, and test results must be protected. E-mail is not considered secure for sending this information.
2. A Secure Folder (tied to the principal and STC’s secure login) is used to transfer FERPA protected data to schools. Principals and STC’s must not download these files and email to anyone.
3. Communication between LEA employees regarding a student must not identify the student and divulge FERPA protected information. When communicating via email, personnel may use the UID (1234567, for example) OR part of the student’s name (Sarah H., for example).



Granville County Public Schools
Amy Rice, Director of Testing and Accountability

Inventory Sheet

School _____

Date _____

Paper / Pencil Test Materials

Grade or Subject _____

Quantity Issued Quantity Received

Test Books

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Special Test Forms (LP, Braille, etc.)

--	--

Grade or Subject _____

Quantity Issued Quantity Received

Test Books

--	--

Special Test Forms (LP, Braille, etc.)

--	--

Grade or Subject _____

Quantity Issued Quantity Received

Test Books

--	--

Special Test Forms (LP, Braille, etc.)

--	--

Grade or Subject _____

Quantity Issued Quantity Received

Test Books

--	--

Special Test Forms (LP, Braille, etc.)

--	--

Other Materials

Quantity Issued Quantity Received

Assessment Guides

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Verification Signature

Date _____

Please Check materials carefully upon receipt and fill in quantity received block for each grade level or subject the exact number of materials received. Sign and fax this form to 252-399-7757. All materials must be kept in a secure, locked location except when in use.



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Classroom Distribution Checklist

Test Administrator _____ Room _____

Day One Date:

Materials Distributed: Materials Returned:

Test Booklets

Test Booklets

Large Print / Braille
 Answer Sheets

Large Print / Braille
 Answer Sheets

*Test Admin sign to confirm upon receipt (do not sign if incorrect)

School Test Coordinator sign to confirm return of materials

Day Two Date:

Materials Distributed: Materials Returned:

Test Booklets

Test Booklets

Large Print / Braille
 Answer Sheets

Large Print / Braille
 Answer Sheets

*Test Admin sign to confirm upon receipt (do not sign if incorrect)

School Test Coordinator sign to confirm return of materials

***Notify School Test Coordinator immediately if you find any discrepancies**



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Site Observation Form

School :

Test(s) Observed :

Observation Date:

___ School Test Coordinator is accessible

___ School Test Plan is available

___ Testing "Do not disturb" signs on doors

___ Teacher and Proctor in each room (Or plan for roving proctors available)

___ All instructional materials covered or removed from testing rooms

___ No apparent noise or disruption (check to see if bells are turned off)

___ Check out procedures for secure materials are in place

___ Students have completed an online tutorial for any online assessment

___ Review of Accommodation forms present for accommodated students

Comments:

Observer Signature: _____

2021-2022 CALENDAR

August 23rd - 1st day for students

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

2/1 - HS Math 1 & Biology Checkins opens through 5/13

2/25 - NAEP - Tar River Elem

2/22 - Spring Workkeys window opens (through 5/6)

2/28 - Middle School Math 1 Checkin 2 Through 4/29

9/8 - 9/14 - BOG window

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3/1 - Standard ACT Option 1

3/1 - 3/11 - Accommodations

3/1 - 3/15 - NC Checkins #3 open

3/11 - ACCESS for ELL window closes

3/15 - Standard ACT Option 2

3/15 - 3/25 - Accommodations

3/29 - Standard ACT Option 3

3/29 - 4/8 - Accommodations

10/5 - Fall ACT

10/15 - 4-8 NC Checkin Rdg/Math/Sci window opens (through 11/23)

10/11 - HS Math 1 and Biology Checkins through 12/3

10/19 - Fall ACT option 2

10/27 - 29 - Fall RtA and make-ups

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11/2 - Fall ACT option 3

Middle School Math 1 Check 1 11/8-12/17

11/23 - 4-8 NC Checkins Rdg/Math/Sci window closes

11/30 - Fall Workkeys

NOVEMBER 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/6 - Workkeys Window Closes

5/13 - HS Math 1 & Biology Checkins windows close

5/24 - 5/26 - 3-8 EOG (Rdg, Math, Sci)

5/27 - Reading EOG Retest

5/27 - 6/3 - Spring EOC and CTE exams

12/3 - HS Math 1 and Biology Checkins window ends

12/15 - 12/21 - Fall EOC and CTE Exams

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2022						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6/1 - 3rd grade RtA

1/5 - First day Spring Sem.

1/12 - 1/28 - 4-8 NC Checkins #2 window opens

1/24 - ACCESS for ELLs window opens (through 3/11)

1/26 - PreACT

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Replace with your text