<u>**Chickamauga City Schools**</u>
<u>**Test Security Plan**</u>

The purpose of the Georgia Student Assessment Program is to measure the level of student achievement of the state-adopted curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and areas of improvement in order to establish priorities in planning educational programs. In order to fulfill the purpose and maintain integrity of the statewide assessment program, test security must be established. Occurrences that violate test security risk damage to test integrity and could result in the invalidation of a system's test scores.

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.**

<u>**Security Breaches**</u>
Test security breaches are actions during test administration that gives a student an unfair advantage or compromises the secure administration of the assessment. 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 GaDOE as an 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. The guidelines apply, where applicable, to both online and paper test administrations and environments. Please note that this list is not exhaustive and includes acts that could be committed by staff and/or students. 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.

A breach of test security may occur because of actions demonstrated or caused by any persons in contact with secure test materials whether paper or digital. Several examples of potential security breaches and scenarios are included below.

Examples related to Examiners/Proctors include but are not limited to:
• coaches the 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 (including social media sites, texting, and/or email) inconsistent with test security regulations all or any portion of secure online testing forms, test tickets, passwords, or test booklets
• makes answers available to examinees
• reads, reviews, notates, photographs, shares, transmits test items whether online or paper, before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing
• questions students about test content after the test administration
• erases, marks answers, or alters responses on an answer document or within an online test form
• participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts
• allows access to secure test materials by unauthorized individuals such as custodial staff, educators, students, and other individuals

• fails to follow security regulations for distribution and return of secure test materials as directed or fails to inventory and to account for all secure test materials before, during, and after testing. NOTE: lost test booklets or other lost secure assessment materials in any assessment program constitute a breach of test security and will result in a referral to Georgia Professional Standards Commission (GaPSC).
• uses or handles secure test booklets, formula sheets, answer documents, online test tickets, logins, passwords, and/or test forms for any purpose other than test administration
• fails to follow administration directions from the Test Administration Manual including an exact word-for-word reading of the Examiner's script
• fails to properly secure and safeguard pass codes/usernames found on test tickets necessary for online test administration
• participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts

Consequences for Violations
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, safeguard test materials or comply with test administration procedures 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 an educator's certificate. 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.

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 (by any means) secure test materials for personal or distributed use. Test Examiner or other personnel posted or otherwise discussed secure test material and/or test items through social media sites, texting, or other electronic communications.
• 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., misuse of test tickets; teacher takes a test home to review; teacher/administrator reads a test booklet after school, etc.).
• School or System missing assigned or unassigned test tickets, test booklets, or answer documents.
• Test Examiner or other personnel presenting actual or cloned test items to students before, during, or after the test session (except released test items or items in the TestPad).
• Test Examiner failed to create an appropriate testing environment.
• Test Examiner or other personnel failed to follow administration directions for the test.
• Examinee's test materials become lost or missing including test tickets, booklets, and/or answer documents.
• 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.
• Personnel or student verbal, written, and/or electronic- communication regarding specific test content.
<u>Electronic Device/Cell Phone Use on Georgia State-Mandated Assessments</u>
Students are not permitted to use, or to bring into the testing environment any electronic device (with the exception of medical equipment) for any state-mandated assessments (Georgia Milestones, Georgia Alternate Assessment 2.0, ACCESS for ELLS, Alternate ACCESS for ELLS, and NAEP), that could allow them to view, access, retain, or transmit information (e.g., cell phone, smartphone/watch camera, PDA, or playback device, etc.). Students who use an electronic device for medical purposes (e.g., glucose monitoring, cardiac monitoring) may be allowed access to the device during testing. Improper use of these devices for reasons other than the medical purposes required may result in an invalidation of student scores. The use of an electronic device during test administration should be documented locally and does not need to be reported to the GaDOE. Questions regarding other devices not mentioned may be directed to the assigned GaDOE Assessment Specialist for clarification.

<u>Any signs of testing irregularity or security breaches must be dealt with immediately.</u>

1. Test examiner contacts the School Testing Coordinator.
2. School Testing Coordinator communicates with the System Test Coordinator about a possible testing irregularity or security breach.
3. System Testing Coordinator provides guidance to investigate the possible testing irregularity.
4. System Testing Coordinator contacts the GaDOE Assessment Administration Division Assessment Specialist 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).
5. A written narrative must be provided by all parties involved in the irregularity.
6. All documentation is returned to the System Test Coordinator.

The examiner and/or proctor should notify the School Test Coordinator immediately. The School Test Coordinator should notify the System Test Coordinator.