West Bainbridge Primary School

Testing Plan 2022-2023

The Administrative Team has developed the school level testing plan in the pursuit of fair and ethical testing and addressed the following areas concerning before, during, and after testing:

- <u>Test Security</u> – Test materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.

- <u>Test Preparation</u> – 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.

- <u>Test Administration</u> – 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.

- <u>Test Data</u> – 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.

In addition to the school level plan, the school adheres to all guidelines set forth by the <u>Georgia Student Assessment Program Student Assessment Handbook</u> and the <u>Decatur County School System Assessment Administration Plan</u>. The required system-level "Certificates of Adherence to Test Administration", "Code of Ethics – Test Security Document", and all other local and state required test certification documents will be signed by the appropriate school personnel.

During preplanning, all employees receive and sign an update on the Code of Ethics for Educators (http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf). The following standard concerning testing is specifically addressed:

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.*

Annually, staff and parents are provided with the procedures they should follow to report suspected unethical testing practices or breeches in security of assessments.

Specific procedures and guidelines have been developed and are outlined in chart format.

The procedures set forth school testing plan govern the administration of all appropriate grade level State and National Assessments and locally developed assessments including but not limited to Formative Checkpoints.

The local school testing plan is kept on file at the school and a copy is sent to the System Test Coordinator.

Principal's signature: *Ortega Ross*

School Test Coordinator's signature: *R.C. Tucker, Jr.*

RECEIPT AND VERIFICATION OF MATERIALS			
Person Signing for the Receipt of Test Materials	Testing Materials Storage	Persons with Access to Test Storage Area	School's Policy Regarding Handling of Test Materials
The School Testing Coordinator is the individual that signs for the school's testing materials.	Testing materials are stored in a locked cabinet in the school testing coordinator's office. The office is locked while testing materials are stored there.	The School Testing Coordinator and Principal have access to the storage area.	The School Testing Coordinator is the only person to handle testing materials until they are checked out to testing examiners.

LOCAL SCHOOL TRAINING				
Person Responsible for Training for Test Administration	When Examiners Will Be Trained	How Examiners Will Be Trained	When Proctors/Monitors Will Be Trained	How Proctors/Monitors Will Be Trained
The School Testing Coordinator is responsible for training the faculty and staff. Sign-in Sheets for State Assessment Trainings are maintained by the School Test Coordinator.	Examiners are trained one week prior to State Assessments.	Examiners are trained by the School Testing Coordinator on administration, security, schedule, and student accommodations along with examiners duties. Test Security	Proctors/monitors are trained one week prior to the administration of State Assessments.	Proctors/monitors are trained by the School Testing Coordinator on administration, security, schedule, and student accommodations along with the expected duties of proctors/monitors.

		documents are signed by all trained.		Test security documents are signed by all trained.
Support Staff Training- Persons To Be Trained (custodians, cafeteria staff, etc.)	When Support Staff Will Be Trained	How Support Staff Will Be Trained	Special Training Received By Examiners Testing Students with Accommodations	Additional Training - Prevention of Irregularities
Support staff trained includes all paraprofessionals, secretaries, and bookkeeper. Custodians and cafeteria staff do not participate in the administration of the test and do not receive the formal training but are made aware of the testing and security involved.	Support Staff to be involved in testing are trained as proctors/monitors. This training occurs one week prior to testing.	Support Staff are trained as proctors/monitors. Proctors/monitors are trained on administration, security, schedule, and student accommodations along with the expected duties of proctors/monitors. Test security documents are signed by all trained.	Examiners testing students with accommodations receive additional training on Special Ed, EL and 504 accommodations for the students they are testing.	The close review of the accommodations that students are to receive and the additional training helps ensure that irregularities do not occur.

DISTRIBUTION OF MATERIALS				
Test Materials - How Counted and Prepared	Preparation of Testing Rosters	Preparation of Testing Roster - How far in advance are testing rosters prepared?	Procedures for Students Having Different Examiners Throughout the Test	Procedures for Ensuring That Students Receive Appropriate Testing Materials
The School Testing Coordinator prepares and counts the testing materials prior to the administration of the test.	Testing rosters are generated from Infinite Campus by the School Testing Coordinator with the assistance of the Data Clerk. These rosters are double checked with school records, IEPs, EEOP/IAPs and TPCs.	Testing rosters are prepared a week in advance of the test and updated daily.	Students do not have different examiners during the test. Examiners keep the same students for the entire testing period.	Testing examiners distribute test booklets on the first day of testing and carefully monitor the completion of coding the form number on student answer sheets. Answer sheets are kept in test booklets until the last day of testing and test booklets are kept in alphabetical order by teacher. For Online Testing,

				test tickets are distributed daily and examiners ensure that correct access codes for each content area are distributed to students.
Check-In and Check-Out Procedures of Testing Materials	Information Required on the Check-In and Check-Out Form	How Testing Materials Are Prepared for Distribution	How Examiners Get Their Materials Each Day	How Materials Are Returned Each Day
Examiners must check out and check in their testing materials with the testing coordinator. Materials are counted and signed for each day.	The security checklist provided by the State Assessment publishers to check out testing materials is used along with a school form that includes the number of test booklets and answer sheets and/or online testing ticket is assigned to each examiner. A locally developed security checklist is used if one not provided by the	School testing coordinator prepares all testing tubs, boxes, or folders.	Examiners must check out their testing materials each day using the security checklist and sign out sheet provided in the presence of the School Test Coordinator.	School test coordinator checks each testing tub, box or folder as they are returned by the examiner.

	publisher. A locally developed checklist is also used for locally developed Benchmark Tests. These forms include check out and check in dates.			
TEST ADMINISTRATION				
How School Ensures that Examiners and Proctors Are Not in the Classroom with Their Own Children or Grandchildren	How School Assures that Students Get Their Appropriate Accommodations	How School Ensures that All Instructional Materials Are Removed from the Classroom Walls Prior to Testing	School's Plan for Examiners that May Need Assistance During Testing	School's Plan to Make Sure that Student Answer Documents and Check-Out Forms Have the Correct Form Number
No examiner or proctor will be allowed to test in the same room as a family member and every effort will be made to ensure that they are not administrating or proctoring in the same grade level/content area as a family member.	School testing coordinator, ELL & Special Ed. teachers review the testing accommodations with all examiners prior to the actual administration of the test. All examiners receive additional training regarding accommodations. Accommodation Databases are	School testing coordinator, principal and assistant principal check each classroom prior to testing to see that all instructional materials have been removed from classrooms that will be used for testing purposes.	If an examiner has a problem during testing, either the examiner or proctor are to step to the door and notify the hall monitor who will contact the testing coordinator.	Examiners carefully monitor students as they code the form number on their answer sheets. Each test is checked after the first testing session by the testing coordinator to make sure the form numbers are correct.

	reviewed quarterly by building and system test coordinator as well as SE, 504 and EL Directors.			
School's Plan for Ensuring that Examiners and Proctors Walk Around the Testing Area Routinely	Examiners and Proctors Training for Monitoring While Testing	Responsibilities for Reporting and Investigating Testing Irregularities	Examiners Training on the Proper Procedures for "Read Aloud" Accommodations	Verification of Accommodations for Students
System Testing Coordinator, school testing coordinator, principal, assistant principal, System Monitoring Team and hall monitors frequently check rooms during testing to assure that proper procedures are occurring.	Examiners and have been trained to actively monitor students by circulating frequently to make sure that students are answering in the correct section, are on task, and do not have opportunities to cheat.	Examiners report any testing irregularities to the School Test Coordinator who then reports irregularities to the System Test Coordinator. The System Test Coordinator working with the School Test Coordinator will investigate the incident. The System Test Coordinator will	Unless approved by the System Test Coordinator, all read aloud administrations must be completed via the online testing platform. If approved, a designated examiner will receive training on the proper way to administer this accommodation.	School testing coordinator, 504 contact, EL and Special Ed. teachers meet and go over the individual students' IEP's, EEOP/IAPs and TPCs prior to testing to make sure each student receives the proper accommodations and then verifies that the appropriate

		then report the irregularity to the DOE if the investigation warrants it		accommodations were given.
Procedure for Verifying that Testing Protocols Are Being Followed in the Testing Sites	Procedure for Handling Late Arrivals on Testing Days	Procedure for Handling Emergencies During Testing	School's Guidelines on Staff Members Being in the Building After Hours While the Tests are in the Building	
The System Testing Coordinator, System Monitoring Team members, School Testing Coordinator, Principal, and hall monitors walk the halls during testing and check on classrooms.	Late arrivals must wait in the office until the testing break. If possible, late arrivals are allowed join testing rooms at the break and participate in part two of the test. Part one is made up with the testing coordinator & a proctor later that day.	The testing coordinator addresses any emergencies that may arise and will contact the system coordinator if necessary.	The testing materials are locked in a cabinet in the testing coordinator's office which is also locked. Custodians do not clean that room during the testing period. No one is allowed in the secured area during the testing period. No other staff members can be in the building after hours unless	

			approved by the Principal.	

AFTER TESTING				
Procedure for Ensuring that All Test Clean Up Is Done in a Group with Teachers Not Cleaning Up Their Own Students' Tests	Procedure for Ensuring that Materials Are Returned Promptly Upon the Completion of Testing Each Day	Procedure for Ensuring that Test Security Occurs While Tests are in Route from School to System	Procedure for Maintaining Testing Confidentiality Before, During and After Testing	Reporting Irregularities
The School Testing Coordinator with the assistance of proctors (under the careful watch of the Coordinator) clean up students forms (stray marks) if needed. All students prior to testing have been told to be very careful with their answer documents and are instructed at the end	Examiners must return testing materials immediately at the end of testing each day and wait while the School Testing Coordinator checks in their testing materials. Online test tickets must be signed daily by the student and examiner.	Testing materials are counted and secured by class and boxed by the School Test Coordinator. The School Testing Coordinator is the person responsible for transporting testing materials back to the System Test Coordinator.	Examiners have been instructed not to look at the test or discuss any material on the test. The "Certification of Adherence to Test Administration" signed by Examinees, Proctors, and Principal after testing includes no discussion of testing items before, during or after test administration.	Examiner/Proctor should report all suspected irregularities to the building test coordinator immediately who then contacts system test coordinator for guidance. After testing, written documentation of the testing irregularity

			This is also included in the "Code of Ethics – Test Security Document" signed by them prior to testing. Students have also been instructed not to discuss the questions on the tests.	must be completed on the required form and submitted to system test coordinator prior to the end of the school day.
COMMUNICATING TEST INFORMATION AND TESTING RESULTS				
Parent/Guardian Notification of Test Results	Procedure for Ensuring Test Results Are Filed in the Permanent Record in a Timely Manner	Information Provided to Parents Prior to Testing	Parents/Students Notification of Possible Variance/Waiver (High School) Eligibility or Retention Appeals (Elementary and Middle School)	Parents/Students Notification of Remediation and Retest Opportunities
Parents are notified of results by information sent home or by letter as soon as the reports are received from the state.	The School Testing Coordinator is responsible for ensuring that the labels are attached to the Test Record Summary Cards and that the School Copies of the Student Test Results are filed in the permanent	Parents receive newsletters prior to testing explaining the date and time of test and good test taking tips to make sure their children are ready for the assessment. This information is also posted on the school's website.	Letters are sent home to appropriate parents concerning grade level placement committee meetings to be held and the parent's rights to attend and appeal their child's placement for the following year.	Parents/students are notified by phone/and mail about remedial classes for their children along with the dates, locations, and transportation available. This process is also followed for retest dates.

	record as soon as they are received.			
CELL PHONE AND ELECTRONIC DEVICES – Announcement must be made prior to testing that such devices are not allowed in the testing environment.				
Procedure for Collecting electronic devices	Procedure for storing electronic devices during test sessions	Procedure for returning electronic devices after testing session	Procedure for suspected cheating using an electronic device during testing	Procedure possession of electronic device
Teachers will be given the options to either keep cellphones in their car, purses, or turn in to the data clerk in the office.	All cellphones will be turned off and stored either in their cars, purses, or in the main office during testing.	Cellphones will be given back to each examiner after testing is completed daily.	If CONFIRMED: collect the device, remove student from testing, and notify school test coordinator. If SUSPECTED, collect the device, allow student to complete testing, notify school test coordinator immediately, and	If no cheating occurred, student code of conduct should guide the manner in which situation is handled. Staff should not use an electronic device during test administration for sending/receiving emails, texts, phone conversations or for

			investigate as soon as possible to determine if cheating occurred.	posting to social media. Staff code of conduct will guide any infractions.

GAA 2.0				
Receipt and Verification of Materials- Distribution of Materials				
Persons signing for the receipt of Test Materials	Testing Materials Storage	Persons with Access to Test Storage Area	School's Policy Regarding Handling of Testing Materials	Preparation of testing Rosters
Materials are provided to test coordinators by Federal Programs Director Building test coordinators must count all materials and sign that they have received the verified amount from the office of federal programs.	All materials are stored with the Building Test Coordinator until the teacher is in active testing mode. The teacher will have to sign out materials and sign materials back in upon the return.	The Building Test Coordinator and Building Principal should be the only people who have access to the testing material when it is locked in the secure location.	NO testing materials should be removed from the school building. A sign out procedure at the school level will be in effect to ensure security of materials.	Director of Federal Programs identify students assessed by the GAA using IEP team data. IEP teams consider the alternate assessment using the GAA assessment flow chart. Teachers verify accuracy of rosters.
District Training				
Person Responsible for Training for Test administration	When Examiners will be training	How Examiners will be trained		

Special Education Administration, GLRS trainers if applicable	Examiners are trained within August and September of each school year.	Examiners are trained using Georgia Department of Education webinar resources		
GAA Test Administration and management of documentation				
Assessment development	Implementation of assessments	Storage of Student work for GAA 2.0	Answer Sheets	Photocopies
Teachers collaborate with regular education peers and academic coaches to develop grade appropriate activities and assessments to assess student level of academic skill development. Teachers have access to the GAA resource board. Standards to be assessed are included in the GAA Blueprint provided in GAA assessment manual.	Teachers provide grade appropriate instruction on required standards and assess academic skill development through the collection of standardized questions through GAA 2.0. Students answer questions that are based on grade level standards.	Student work is maintained in locked cabinets within locked areas under supervision of assessment coordinator. All material is considered secure and treated as secure testing materials.	All answer documents will be transferred into the assessment platform with the use of trained transcribers. All material must be safely locked while not in use. Documentation of transcribing training is on file.	GAA evidence may not be photocopied or retained.
GAA Test Administration and management of documentation				
Responsibilities for				

Reporting and Investigating Testing Irregularities.				
Teachers or peer reviewers may report any suspected testing irregularities to the special education director. Irregularities will be investigated and reported to Georgia Department of Education if determined necessary.				
Completion of GAA 2.0		Communicating Testing Information and results		
Procedures for validation of GAA 2.0 once completed	GAA 2.0 Material Submission	Parent and Guardian Notification of test results	Procedures for ensuring Test Results are filed in the permanent record in a timely manner.	Information provided to parent prior to testing
Principals are required to review and sign off on the Principals Certification form.	All GAA 2.0 materials are submitted to the Federal Programs Director for submission to Questar. All materials are mailed to Questar.	Annual meetings are scheduled with parents of students that are assessed using the GAA to review scores. Meetings include special education administration.	GAA 2.0 results are provided to teachers to enter into the permanent file.	Parents are provided a GAA brochure prepared annually by the state department. IEP teams discuss alternative assessment designation using the GAA 2.0 flowchart provided in the GAA

				2.0 administration manual.
FORMATIVE CHECKPOINT ADMINISTRATION PROCEDURES				
Procedure for storing and administering formative assessments	Procedure for ensuring that formative assessments scores are retained	Verification of Accommodations for Students	Procedure for scoring constructed responses	
All security measures as outlined above will be followed for formative assessment administration and storage.	Answer documents are scanned into Illuminate and reports are obtained by district, school and teachers via online login.	School testing coordinator, 504 contact, EL and Special Ed. teachers meet and go over the individual students' IEP's, EEOP/IAPs and TPCs prior to testing to make sure each student receives the proper accommodations and then verifies that the appropriate accommodations were given.	***No items should be taken home under any circumstance*** Teachers will score constructed responses, immediately after or the next business day after the administration of the multiple choice portion of the Checkpoint	

School Testing Plan 2022-2023