Appling County School System Testing Security Procedures 2017- 2018

Appling County School System works to ensure the integrity of the system and views test security, appropriate testing procedures, and ethical test administration as an integral part of ensuring this integrity. District and school staff work to ensure the validity and reliability of data through using ethical, appropriate, and secure testing procedures in the administration of state and local assessments. District staff members, system and school test coordinators, principals, and staff members adhere to the guidelines, rules, and regulations in the Georgia Department of Education Student Assessment Handbook. This handbook serves as a guide for all processes and procedures used in the district, schools, and classrooms for both state and local testing. This handbook also serves as the guide for the secure handling of test materials for state and local testing. School staff members receive annual training on testing security, ethics, and procedures to ensure that guidelines are followed and security is maintained. The following includes information regarding training, materials handling testing procedures, test monitoring, and overall guidelines for all state-mandated and local testing in the district.

Training

Training regarding testing ethics, procedures, and security is provided by the Georgia Department of Education in the fall of each school year. The System Test Coordinator views this training and redelivers applicable training to the School Test Coordinators. Training is provided to School Test Coordinators on testing guidelines for redelivery to staff members at their respective schools. Training is also provided on the Georgia Department of Education Student Assessment Handbook, which guides the overall testing process. This handbook is revised by the GADOE on an annual basis. All staff members in all schools are required to be trained each year on test administration, test security, test procedures, and testing ethics. Agendas, minutes, and sign in sheets are kept to ensure that all staff members are trained in these areas. In addition, specific test trainings are provided by the GADOE for specific assessment administration throughout the year. Training includes test preparation, test administration, testing ethics, test security, post test procedures, and reporting of irregularities. The System Test Coordinator views these trainings and redelivers the trainings to the appropriate School Test Coordinators. School Test Coordinators in turn redeliver these specific assessment trainings to the Text Examiners and Proctors who will be administering the specific assessment. Records of agendas, sign-in sheets, and related handouts are maintained at the system and school levels.

Test Materials Receipt – Central Office

All test materials for state-mandated test administrations are shipped by the associated test materials' vendors to the Central Office to the attention of the System Test Coordinator. Upon receipt, test materials' inventory is verified by the System Test Coordinator. If there are any discrepancies in received testing materials and packing slips, the corresponding vendor and appropriate Georgia Department of Education staff member(s) are notified immediately. At all times throughout the district, two certified individuals are present when verifying and/or working with test materials. Materials that are in shrink-wrapped packages will remain in these packages and will not be broken open until sorted for distribution immediately preceeding test administration. Materials remain in the Central Office secure Testing Storage Room until immediately preceeding test administration. At this time, materials are checked out to the corresponding School Test Coordinator or School Administrator. Only the School Test Coordinator or corresponding School Administrator may check out test materials from the Central Office. Documentation of the following is maintained at the Central Office: description of test materials checked out/checked in, date test materials were checked out/checked in, name of person(s) checking out/checking in materials.

Test Materials Receipt – Schools

Prior to scheduled testing, materials are checked out from the Central Office System Testing Coordinator to the School Test Coordinator or School Administrator. Materials are transported directly to the school by the test coordinator or administrator checking out the materials. At the school, the School Test Coordinator conducts an inventory of test materials and verifies that material counts are accurate. Any discrepancies will be immediately reported to the System Testing Coordinator. Materials that are in shrink-wrapped packages will remain in these packages and will not be broken open until sorted for distribution immediately before test administration. The School Test Coordinator will at that time also determine if any additional materials are needed for testing and will submit an additional materials order request to the System Test Coordinator. Materials will be stored and locked in a secure location until needed for test administration and when not being utilized. In all instances, test materials will be returned to the School Test Coordinator immediately following each testing session and stored and locked in the secure location.

Materials Additional Orders

All orders for additional materials will be made as soon as possible by the System Coordinator. Each School Test Coordinator will notify the System Test Coordinator as soon as possible regarding additional materials needed. System and School Test Coordinators will work to limit the amount over-orders and unused materials as much as

possible throughout the testing process. The System Test Coordinator will utilize overage materials sent by the vendor before ordering additional materials from the vendor.

Secure Materials Storage

All test materials will be kept in a secure location as outlined by the Georgia Department of Education Student Assessment Handbook. This location will have limited and monitored access and will be a locked location. Access to keys to this location will be restricted to those with only rights to have access to secure test materials. At all times throughout the district, two certified individuals are present when verifying and/or working with test materials. Test documents are to remain shrink-wrapped as long as possible to ensure confidentiality/security. Materials will be stored in the secure, locked storage location when not in use.

During the Testing Window/Session:

Materials are removed from the secure, locked location within the schools and checked out by test examiners prior to each testing session as close to the start time of testing as possible. School Test Coordinators use a test materials sign out/sign in sheet to document the materials check out/check in process. The School Test Coordinator must count all materials before disseminating to Test Examiners. Test Examiners must verify count upon receipt, record time, and initial or sign to confirm accuracy of the information. This check out/check in form will document the following: test materials being checked out/checked in including actual materials counts, person checking out/checking in materials, date and time of check out/check in, authorized individual/Text Examiner checking out/checking in materials.

Upon returning to the testing location, Test Examiners will distribute test materials to students based on the directions located in the Examiner's Manual for the specific assessment. Tests will be administered as directed in the Examiner's Manual for the assessment. All Examiners are instructed to precisely follow directions as outlined in the Test Examiner's Manual. The testing process and sessions in each school are supervised by the Principal, Assistant Principal, and School Test Coordinator. The System Testing Coordinator also conducts random and unannounced checks of the schools to supervise testing procedures and test administration.

Following each testing session, the Test Examiner will account for all test materials before dismissing students in the session. Test Examiners will return test materials to the School Test Coordinator immediately following the end of the testing session. The School Test Coordinator will count and verify that all materials have been returned. All materials that were checked out to the Test Examiner must be returned to the School Test Coordinator. In addition, all used and unused scratch paper must be given to the School Test

Coordinator as well. Information will be verified and signatures, dates, and times will be recorded on the materials check in/check out form. After each assessment administration, all Test Examiners must certify appropriate test administration by signing an Examiner Certification of Adherence to Prescribed Test Administration Procedure and submitting the form to the School Test Coordinator. The School Test Coordinator will keep this form on file for documentation. All Test Examiners will complete this process. Any answer documents that require transcription must be processed under the direct supervision of the School Test Coordinator or School Principal/Assistant Principal. The Validation Form For Transcription Of Answer Documents will be completed for all transcriptions and will be signed by the Certified Examiner and School Test Coordinator.

Monitoring and Reporting of Irregularities

Monitoring of testing procedures and sessions is completed by district and school level staff members. The System Testing Coordinator conducts random on-site visits during testing windows to monitor security of testing and testing procedures. Procedures for reporting suspected testing irregularities are outlined in the Georgia Student Assessment Handbook. Irregularity reporting procedures are included in each training and are reviewed before each main test administration. In the event of a testing irregularity, Test Examiners, Proctors, School Test Coordinators, and other involved staff members will follow the guidelines for reporting irregularities as outlined in the handbook. In addition, the Test Irregularities Report Form will also be completed at the school level and submitted to the System Test Coordinator for all irregularities.

After Testing Window

Following the testing period, the School Test Coordinator and other designated personnel/administrators will count and verify the return of all testing materials. Scorable and non-scorable materials will be packaged according to directions outlined in the specific Test Coordinator's Manual for each assessment immediately following the conclusion of the assessment administration. The System Test Coordinator will count and verify the return of all testing materials upon receipt at the Central Office. The district check in/check out forms will be updated with the return information upon materials count verification. After verification by the System Test Coordinator, test materials are packaged and sealed according to the System Test Coordinator's Manual for each test and are shipped as soon as possible, but no later than the next business day, to the appropriate vendor. Test materials are stored at all times in the secure testing room at the Central Office prior to shipment.

Lost Test Materials

Schools must return all scorable and nonscorable testing materials including used and unused scratch paper to the Central Office upon completion of testing. If test materials

are lost or misplaced, the System Test Coordinator MUST be notified immediately. The System Test Coordinator will contact the Georgia Department of Education Assessment Specialist for the specific assessment and will follow procedures as outlined by the Georgia Department of Education and the Georgia Department of Education Student Assessment Handbook to determine next steps.

Consequences for Violations of Testing Ethics and Security

All staff employees supervising, monitoring, and/or administering state and local tests will be held accountable for any testing irregularities and/or violations of testing ethics and/or security. Appropriate procedures and consequences will be followed and administered at the system, and if necessary, the state level for any and all violations of testing ethics and security. All personnel are expected to follow prescribed procedures and to follow ethical guidelines as outlined by the Georgia Department of Education Student Assessment Handbook and the Georgia Professional Standards Commission Code of Ethics. Failure to do so can result in disciplinary action which may include loss of employment and/or certification. All violations of the Georgia Professional Standards Commission Code of Ethics will be reported to the Georgia Department of Educaiton and the Georgia Professional Standards Commission.

Communication

District test security plans are communicated to the public and staff members through district and school websites, school newsletters, and district and school level meetings. Test calendars are posted on the district and school websites. Information regarding test security plans and consequences for violation will be reviewed and revised on an annual basis in the fall of each school year. The System Test Coordinator (at the district level) and the School Test Coordinators (at the school level) will ensure that the test security plan is updated and posted on the district and school websites respectively.

Before administration of each state-mandated assessment, each school will provide notification to parents of the purpose of the assessment, administration dates, assessment guidelines for preparation, School Principal contact information, and School Test Coordinator contact information.

Upon receipt of student test reports for each state-mandated assessment, the school will provide assessment results to parents. Contact information for the School Principal and School Test Coordinator for the respective school will also be included in the event that parents have questions or concerns.

Overall Procedures and Guidelines

Testing security procedures and guidelines for the Appling County School System are based on training that is provided by the Georgia Department of Education Assessment Division. This training includes information from the Georgia Department of Education Student Assessment Handbook. This handbook is updated annually and can be accessed at the following link: http://www.GADOE.org. Following is information included in the Georgia Department of Education Student Assessment Handbook including information regarding testing ethics, security, and procedures that serves as the guide for the district in test administration in these areas and that is used for annual training and updates.

(Information in this section provided by the Georgia Department of Education Student Assessment Handbook 2017-2018, pp. 15-35)

TEST SECURITY

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. The guidelines apply, where applicable, to both paper and online 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.

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

- 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 inconsistent with test security regulations all or any portion of secure test booklets/online testing forms;
- makes answers available to examinees;
- reads, reviews, notates, photographs, shares, transmits test questions before, during (unless specified in the IEP, IAP, or EL/TPC), or after testing, this is applicable to both paper and online test forms;
- 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, answer documents, online testing logins/passwords/test forms 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;
- 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;

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

Deviation from standard test administration procedures or test security protocols is considered a testing irregularity. 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. It is the responsibility of all personnel in the local system to follow protocol as they become aware of testing irregularities.

Examples of testing irregularities include, but are not limited to missing test booklets; copying of (by machine or 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 student before, during, or after the test session (except released test items or items in GOFAR); testing session disruption for any reason; student cheating which will result in invalidation (i.e., sharing answers, assisting peers during testing, using electronic devices to copy, send, share answers or test information, plagiarism).

Any signs of any testing irregularity must be dealt with immediately. The Examiner should contact the School Test Coordinator if any disruptions in testing sessions, cheating, or

security violations are suspected. The School Test Coordinator, in turn, notifies the System Test Coordinator. The System Test Coordinator is expected to contact the GADOE Assessment Specialist as soon as possible and report the testing irregularity in the MyGADOE portal.

If the School or System Test Coordinator become aware of testing irregularities within the testing window, the GADOE Assessment Specialist should be contacted immediately to determine if the test session can/should continue. If the decision is made to discontinue the testing process, Assessment 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 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. If the irregularity has a major impact on testing or there is a possible need to invalidate student scores, then the district's assigned Assessment Specialist at the GADOE should be called. Confirmed incidences of cheating will result in an invalidation of student scores.

All events that may/do constitute irregularities must be coded and documentation completed and submitted to the Assessment Division. The System Test Coordinator is not required to call for guidance on irregularities concerning common place interruptions (e.g., alarms, sickness, cell phones/texts ringing, power outage, etc.). Once the irregularity code is received from the GADOE Assessment Specialist, it may be used on future common place irregularities without calling the GADOE, but the irregularities must be reported in the MyGADOE portal. Any and all incidents of secure content posted on public websites and/or social media sites must be reported immediately to the GADOE Assessment Specialist and reported in the MyGADOE portal.

It is possible to handle minor irregularities locally. However, more serious irregularities require a report to the Assessment Division at the GADOE. Depending on the impact of the irregularity, the GADOE will instruct the school system to code the anomaly as either a testing irregularity or a test invalidation. The Assessment Division should be contacted as soon as possible if there is a major interruption in testing that impacts a substantial number of students over an extended amount of time.

If there is a suspicion of cheating during testing, the students involved should be moved or redirected, but testing should not be suspended. If after a system investigation it is determined that a student did cheat, GADOE will authorize invalidating scores. If it is suspected that an Examiner is assisting or coaching students during testing, the Examiner should be removed from testing, and investigation by the system and school administration should occur and the results of the investigation reported to the GADOE.

All reports to the GADOE should be made by the System Test Coordinator to the Assessment Administration division and documentation posted to the MyGADOE portal.

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

Occasionally, persons from the general public will contact the Assessment 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 Georgia Professional Standards Commission with a copy to the Assessment Administration Division, and report the incident in the MyGADOE portal.

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 GaPSC.

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 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.)
- School or System missing assigned or unassigned 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 GOFAR.
- Test Examiner failed to create an appropriate testing environment.

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.
- Student disruptions for any reason.
- Personnel or student verbal or written communication regarding specific test content.

Invalidations related to Student Behavior including, but are not limited to, the following:

- Student attempting to view or copy another student's responses to questions during testing.
- Student assisting peers with answers to questions during testing.
- Student using cell phones, electronic devices, and/or monitors to view, copy, share answers or post secure test information.
- Student involvement in incidents involving cheating and/or plagiarism of content and responses.

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.
- When requested, written narrative statements must be provided by all parties, including students when appropriate, involved in the irregularity.
- Return all documentation to the System Test Coordinator.

System Test Coordinator:

- Collect 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 My GADOE portal to report irregularities will be shared during each pre-administration webinar.)

• Include appropriate information, coding, and documentation in the MyGADOE portal.

• The Assessment Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission.

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 during pre-administration trainings.

Georgia Professional Standards Commission
Educator Ethics Division
200 Piedmont Ave., West Tower
Suite 1702
Atlanta, Georgia 30334

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

Cell Phone/Electronic Device Use on Georgia Standardized Assessments

Students are not permitted to use, or to bring into the testing environment, any electronic device that could allow them to view, access, retain, or transmit information (e.g., cell phone, smartphone/watch camera, PDA, or playback device, etc.). Announcements must be made prior to testing that prohibited devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. Devices such as those mentioned above that are brought into the testing environment must not remain in the student's possession during testing. Districts and schools must have a plan to collect and secure such devices so that they are not accessible during testing. 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 must collect the device if they become aware of its presence and should allow the student to continue testing.

In the event an examiner confirms during testing that a student is using a cell phone or electronic device of any kind to access, retain, or share information, the examiner must with minimal disruption:

• collect the device,
• stop testing that student,
• remove the student from the testing session, and
• notify the School Test Coordinator immediately.

In the event such actions are suspected, but not yet confirmed, the examiner must with minimal disruption:

• collect the device and/or move the student, if appropriate,
• allow the student to complete testing,

- notify the School Test Coordinator immediately, and
- as soon as it is appropriate attempt to confirm whether the device has been used in violation of the guidelines above.

Simple possession of a device (including the ringing of a phone during test administration) may be addressed in keeping with the system's code of conduct and does not require an irregularity report to the GADOE. However, use of a device for any purpose during a test administration may result in an invalidation.

Specifically, if it is confirmed that the student did use, or intended to use, the device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test booklet, an online test form (including log-in/message screens), and/or answer document the test for that student will be invalidated. The School Test Coordinator must notify the System Test Coordinator. The System Test Coordinator must contact the Assessment Specialist at the GADOE and report the incident as an irregularity. The Testing Irregularity Form, with statements, must also be submitted to the GADOE as soon as possible on the MyGADOE Portal. Students who view or receive, from another party, messages/posts/texts that contain secure test information may also have their test invalidated if the information received is used by them to gain an advantage. Students and staff are expected to report all instances where they receive electronic information from another person containing secure test content/materials published by the GADOE.

Local systems should be aware, and may make students aware, that the GADOE monitors various websites/social media sites in search of instances where individuals may have posted secure test information. GADOE works with websites/social media sites to identify the source of any such posting that becomes known. Such actions may result in invalidation and disciplinary action in accordance with the system's code of conduct. Importantly, examiners and proctors must be vigilant regarding test materials, test security, and the risks associated with electronic devices in the testing environment. While this has always been important, it has become increasingly important given the existence of social media and various applications.

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 to allow 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.

Examiners and proctors must refrain from having phone conversations, sending emails, sending texts, taking photos, posting to social media, etc. during their administration of a test to students and during the time they possess secure materials. Taking photos of and/or notating/sharing/transmitting secure test content is a breach of test security that may result in referral to the Georgia Professional Standards Commission.

Important: In the event of an emergency/urgent situation, the use of a device to gain assistance/communicate with others is, of course, allowable.

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.**

Calculator Allowances and Restrictions
Georgia Milestones Assessment System

Systems, schools, and students must adhere to the guidelines provided below. It is incumbent upon System and School Test Coordinators, and Test Examiners, to ensure that all calculator policies are implemented and followed. Given that technology changes rapidly, these guidelines may change at any time. A list of state approved calculators will not be issued. Calculators may not be shared by students. By design, calculators are not required for any Georgia Milestones test item. Instead, calculators are an allowable tool for student use as noted below.

Allowable Calculators for Georgia Milestones:

- Grades 3 – 5 EOG: No calculators allowed
- Grade 6 EOG: Basic four-function calculator with square root and percentage functions
- Grade 7 – 8 EOG: Scientific calculator or basic Calculator
- Coordinate Algebra EOC: Graphing calculator or Scientific Calculator
- Analytic Geometry EOC: Graphing calculator or Scientific Calculator
- Algebra I EOC: Graphing calculator or Scientific Calculator
- Geometry EOC: Graphing calculator or Scientific Calculator
- Physical Science EOC: Scientific or basic calculator
- Economics EOC: Scientific or basic calculator

The following devices/features are **NOT** allowed:

• For basic and scientific calculators, devices that store text and/or that have QWERTY keyboards or typewriter-like keyboards.
• Calculators that have programs stored in the memory other than those that are factory installed.
• No cell phones, personal laptops, minicomputers, pocket organizers, iPods, and personal tablets.
• Calculators with beaming capabilities
• Calculators with wireless communication technologies and/or Internet access.
• Calculators with built in Computer Algebra System (CAS) – including those that allow CAS to be disabled
• Calculators that make noise, have paper tape, or that have voice (*)

(*) Does not apply to talking calculators for students who may require that functionality per an IEP/IAP

In grades 6 – high school, calculators are allowed for all students on certain sections of the mathematics test. All students may use a calculator on these sections. For the no-calculator subsection of the mathematics tests at these grades, it is not permissible to assign a calculator as an accommodation. No student may use a calculator on the designated no-calculator subsection in grades 6 – high school. It is not permissible to prescribe use of a calculator as an accommodation for the no-calculator subsection in grades 6 – high school. Use of a calculator in the no-calculator subsection may result in invalidation.

Additionally, the School Test Coordinator and Test Examiner must ensure that all calculators being used for the assessment have no programs stored in memory other than those that are factory installed. Any non-factory programs or applications must be removed or disabled prior to testing. For specific assistance in effectively preparing calculators for use during testing, please contact the calculator manufacturer.

All questions regarding calculator usage should be directed to the System Test Coordinator who can then contact the GADOE Assessment Division if necessary.

One (1) allowable hand-held calculator is permitted in online testing environments during the 2017-2018 school year. This allowance will be revisited for future years. Districts may elect to allow use of only the online calculator; however, districts must ensure that all schools (and examiners) are consistent across the district. To allow, or not allow, hand-held devices in an online test setting is a **district** decision that should be consistent district-wide.

Specific Directions – Graphing Calculators:

Graphing calculators are allowed for student use on the mathematics EOCs only. Given that many models of graphing calculators possess the ability to store text, it is required that System Test Coordinators, School Test Coordinators, and Test Examiners confirm prior to testing and immediately after testing (before dismissing students), and that all graphing calculators are cleared of any stored text. Should it be confirmed that a student either brought information into the test setting, or left the test setting with secure test information, the student's test will be invalidated. Further, a failure to confirm that text is cleared prior to, and after, testing may raise security concerns with all test administrations within a school, and possibly across the entirety of the local system. Please note that Georgia Milestones will provide an online graphing calculator, where appropriate, for student use. Any concerns a system may have regarding the requirement to ensure that each device is cleared of text and other non-factory installed programs can be eliminated by testing students online. Please note that the above provisions and requirements also apply to any other type of calculator, either basic or scientific, where applicable.

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 federal 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 the 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 need 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 federal requirements for educational accountability. For reliable and valid reporting, tests must be administered fairly and ethically. In the pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed before, during, and after testing:

- Test Security – Test materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.
- Test Preparation – The test should reflect the state-adopted content standards being taught, and should be developmentally appropriate for the age and level of the test-taker. Students should be familiar with test-preparation skills. Educators should be trained on proper administration procedures and testing practices. Tests should be administered in the appropriate environment.
- Test Administration – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed. Tests are used for their intended purposes.
- Test Data – Test scoring should be reliable and valid. Test data interpretation shall be appropriately given to stakeholders. Curriculum improvement should be guided by adequate data analyses.

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 GADOE guidelines and test publisher's directions to maintain test security.
- Supervises and monitors System Test Coordinators and 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 GaPSC 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.

• Supervises and monitors the School Test Coordinator to ensure that they fulfill their specific roles and responsibilities for the administration of tests within the school.

• 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 polices, 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.

GaPSC Code of Ethics for Educators (505-6-.01)

The Georgia Professional Standards Commission adopted an updated **CODE OF ETHICS FOR EDUCATORS (505-6-.01)** effective 2015. 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 Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator or other LUA/school district employee, etc.)

Disciplinary Action: The Georgia 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 (GaPSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01);
3. order from a court or a request from Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A § 19-6-28.1 and § 19-11-9-.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance corporation (O.C.G.A. § 20-3-295);
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.

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 educator designated by the superintendent/Local board of Education 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. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district.

The Code of Ethics for Educators can be found at this link:
http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf

Test Distribution and Storage

All test tickets, test booklets, answer documents, Examiner's Manuals, School Test Coordinator's Manuals, and System Test Coordinator's Manuals are considered secure and must be stored in a locked central location. Materials for online and paper/pencil administrations are distributed to each school system two to three weeks prior to the test dates depending upon the assessment. Test tickets for online testing are also available in advance of a local districts' testing window. Manuals are posted on the GADOE web site prior to testing. 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 online test tickets are printed and once the test booklets and answer documents (where applicable) are distributed to schools. If test booklets and answer documents are needed, these materials 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 then 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. All online or paper/pencil test materials must be stored in a secure locked location with restricted access when not in use. No student, teacher, or other school personnel may have access to test tickets, test booklets, or questions prior to testing. Test materials 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. Online test tickets may be maintained securely until scores are received for students. Districts should securely destroy tickets once it is confirmed that all students have received scores and that there are no outstanding irregularities surrounding the students' test administrations. Districts/Schools should retain student sign-in sheets, security checklists/test booklet distribution logs, and documentation of testing anomalies for a minimum of four years.

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.

For Questions or more information please contact Denise Rentz, System Testing Coordinator, at 912-367-8600.