Treutlen County School System
Assessment Security Procedures

Treutlen County Schools assures adequate security of the testing materials before, during, and after testing and during scoring as required by the Georgia Department of Education. Testing procedures, rules and regulations used by the Treutlen County School System follow Georgia State Guidance documents found on the GaDOE website (http://www.doe.k12.ga.us). The accountability document used by Treutlen County Schools is titled: "**Georgia Student Assessment Program Student Assessment Handbook.**"

Guidelines in the beforehand mentioned handbook include, but are not limited to, monitoring assessment administration conditions, procedures for test materials distribution, test materials return, security and accountability security breaches, record keeping strategies, testing irregularities, and reporting testing irregularities.
The purposes of the Georgia Student Assessment Program are to measure student achievement of the state mandated 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 weaknesses in order to establish priorities in planning educational programs.

Treutlen County School System recognizes that a system-wide testing program acts as an accountability measure for the school system. Information gathered from student testing supports differentiated instruction and performance measures for all students.

The superintendent designates a System Test Coordinator to oversee all District testing and assessment programs. All test and assessments are properly secured, administered, graded and reported as required by the instructions, rules, regulations, or standards applicable to the particular test or assessment.

Security and Accountability Security Breaches
Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Georgia Department of Education (GaDOE) as inappropriate use or handling of tests and will be treated as such.

Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not exhaustive. Any concern regarding test security must be reported to GaDOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:
- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security

regulations all or any portion of secure test booklets;
• makes answers available to examinees;
• reads or reviews test questions before, during (unless specified in the IEP, IAP, or ELL/TPC), or after testing;
• questions students about test content after the test administration;
• fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
• uses or handles secure test booklets and answer documents for any purpose other than examination;
• fails to follow administration directions for the test.
• participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.
• erases, marks answers, or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an employee'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.

For more information regarding assessment security, please visit http://www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-For-Educators.aspx (Student Assessment Handbook, pp. 17-30).