

Policy Level: <b>ADMINISTRATIVE REGULATIONS AND PROCEDURES</b>	Descriptor Code: <b>II-R</b>	Rescinds Code:
Descriptor Term: <b>STUDENT TESTING AND ASSESSMENT</b>	Effective Date: <b>August 13, 2013</b>	

The test director for the school district will be responsible for distributing the Statewide Assessment and Accommodations Manuals to school test coordinators, annually. These manuals detail expectations for all statewide assessments and include test administration procedures, guidelines, and appropriate use of accommodations. The testing director will review these manuals in the initial school test coordinator training in the fall of each year along with test security, ethics, Standard 11, data analysis, interpretation and use of test results, and general test administration procedures. Prior to each standardized test administration during the year, the district test director will provide training sessions for school coordinators on topics of proper and specific test administration procedures, test security, ethics, accommodations, and expectations of faculty, staff, and students before, during, and after test sessions.

The District Test Director will establish and implement a system for tracking and accounting for all test materials at each step in the distribution and storage of test materials.

Each local school principal shall be responsible for ensuring that all personnel at his/her school comply with all established test administration and test security procedures. To assist with this responsibility, the principal shall appoint an assistant principal in the school to serve as the school test coordinator. The school test coordinator will develop a school testing plan that is consistent with the procedures and guidelines developed by the district test director.

School test coordinators will provide training for at least one other administrator in his/her building, test examiners, test proctors, and any other personnel at their school who will be involved, directly or indirectly, in the testing process. The school test coordinator must also ensure that all school personnel, even those without specific testing duties, are aware of test security procedures and their importance. All training sessions must be thorough and well-documented with an agenda, names of attendees, and sign-in/sign-out times with signatures. School test coordinators must also monitor the testing sites, and along with the principal or another administrator, conduct and document classroom visits during all test sessions to ensure that appropriate test policy and procedures are being followed. In addition, the school test coordinator will ensure that student answer documents are minimally handled once secure student information (including student answers) have been entered. Such handlings must be documented.

The State requires that all allegations of failure to follow test administration and test security procedures applicable to state-mandated assessments must be reported to the Georgia Department of Education and the Professional Standards Commission. Serious incidents also should be reported to the Board.

To enable the school district to comply with its reporting obligations, any employee or other individual who becomes aware of any testing irregularity, violation, or any other circumstance that might compromise the integrity of the testing program shall report the matter to the District Test Director. Examples of irregularities might include, but are not limited to, missing test booklets; failure to follow administration directions; inappropriately administering accommodations; copying or communicating test content; contamination of the test environment (e.g. relevant teaching aids

visible by student during the testing session); examiners or proctors assisting students with answers during the testing sessions; and actual or cloned test items presented to students before, during, or after the test session. Such irregularities are serious matters because they may compromise test security and may even result in invalid test scores and the need for retesting. Where appropriate, irregularities may be referred to the Human Resources Director.

It is the responsibility of school administrators to receive confidential standardized test scores from the district testing office and transport these records to the respective school. All results will be posted in the student's permanent record as soon as possible after results are received at the school but no later than June 15 of each year and prior to the end-of year file exchanges between schools. Individual test results will be provided to parents/legal guardians in a timely manner. Each school shall provide parents/legal guardians, and students the opportunity for interpretation of test results.

All scores are confidential and should be available to the student, his/her parents/guardians, and appropriate faculty members who use the information for guidance purposes and to assist in the planning and delivery of instruction for students or groups of students.

Students should be made aware of the confidential nature of test scores and encouraged to refrain from discussing or comparing scores with other students in the interest of mutual respect and individual privacy rights.