District Testing Plan

The office of Performance and Accountability will abide by the Testing Code of Ethics, ensure ALL students are tested in an equitable manner, provide appropriate data to stakeholders and support continuous improvement.

2017-2018

Montgomery County Schools Testing Plan

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Montgomery County Schools Testing Plan

Test Security

- Upon arrival, test materials will be counted by the **Test Coordinator**; any discrepancies will be reviewed by the **Dr. Takeda LeGrand** and faxed to TOPS within 5 days of arrival.
- Test materials will be stored at **Montgomery County Schools Administrative Office-Room 108** until needed and after use until securely destroyed; used and scanned answer sheets will be stored at **Montgomery County Schools Administrative Office-Room 108** for at least 6 months following testing.
- Materials will be delivered to the schools no more than 10 days before the first day of testing by the **School-level Test Assistant**; **School-level Test Assistant** will confirm and sign for materials.
- **School-level Test Assistant** will store materials in a locked, secure location at the school until needed for testing.
- On test days, test materials may only be distributed to test administrators; **School-level Test Assistant** will have a system in place for administrators to sign materials out and back in at the end of testing for the day. Materials may not remain in classrooms after testing is finished. Information written on Review of Accommodations forms and used blank paper and graph paper may not be visible in any testing site; once used, these are considered secure materials.
- **School-level Test Assistant** makes plans for editing student answer sheets and entering special codes after testing under secure conditions (Three or more school personnel present) and without test booklets present. If three or more personnel are not available, editing must occur under the supervision of **Test Coordinator and/or District Test Coordinator**.
- **School-level Test Assistant** will deliver testing materials within the time frame identified at the start of each testing session and within 5 days of the last day of testing; **Dr. Takeda LeGrand** will check materials in.
- **All secure documents and information will be shared via face-to-face, fax with telephone confirmation before and after delivery or the district's secure server. We use Shred-It to destroy test materials.**

Training

- **Test Coordinator and Test Assistants** will train all proctors at least 48-hours prior to first day of testing. Proctors will sign a sign-in sheet and a *Testing Code of Ethics* sign-off sheet.
- **Test Coordinator and Test Assistants** will train all potential administrators at least one week prior to the first day of testing. Administrators will sign a sign-in sheet, a *Test Security Agreement* and a *Testing Code of Ethics* sign-off sheet. The school principal should attend all trainings.
- **Test Coordinator and Test Assistants** will train at least one week prior to testing, all administrators on testing students with disabilities and testing students identified as Limited English Proficient according to the NCDPI guidelines.
- **District Test Coordinator, Test Coordinator** must sign a Test Security Agreement which must be kept on file at the district office. Must be trained on testing accommodations and security by October 15th.
- **Test Assistants/EL/EC/504 Staff -** Must be trained on testing accommodations and security by November 15th.

Testing Environment

- **Test Assistants** will check all test administration sites and hallways prior to the first day of testing to ensure all information on tested content areas and test-taking skills have been removed from the walls.
- **Test Assistants** shall work with Test administrators to report all concerns about lighting, temperature, etc. to the school principal in time for maintenance staff to take care of the situation.
- **Testing Do Not Disturb** signs should be displayed during each testing sessions at each administration site.
- Internet activity should be at a minimum in the school building during online testing.
- All intercom announcements and phone calls to/from testing rooms should stop during testing. Bells and other notifications at the school should be turned off during testing.
- **No food, water, gum, cell phones or devices with Wi-Fi (except approved testing materials) during testing session.**
- **Test Assistant**, principal, or other designated personnel should be visible in hallways at all times during testing; they should monitor individual testing rooms as they patrol the hallways.
- **District Test Coordinator** and other Montgomery County Schools administrators will visit the school at least once each day of testing; **District Test Coordinator** will be available at all times during testing for testing emergencies.

School Testing Plans

- **Test Assistants** will submit school-level testing plan, test administration site plan and special settings test administration site plan to **District Test Coordinator** at least two weeks prior to the first day of testing for each test session.
- **Test Assistants and Test Coordinator** shall review and abide by the latest version of the North Carolina Test Coordinators' Policies and Procedures Handbook, Testing Students Identified as Limited English Proficient Manual, Testing Student with Disabilities Manual, each respective manual assigned to each state test and Montgomery County Schools testing program.

Processes

- Test administrators **MUST** be Montgomery County Schools' employees with professional training in education (certified/licensed personnel) who have attended the test administrator training session with the **School-level Test Assistant or Test Coordinator**. Test administrators should not administer a test to an immediate family member (i.e. sister, brother, child, niece, nephew,) and should not administer with a proctor who is a relative or close friend.
- Proctors may be Montgomery County Schools' employees or trusted parents/community members who have attended a proctor training session; must be age 18 or older, may not proctor for a group that contains a proctor's immediate family (i.e. sister, brother, child, niece, nephew) and should not proctor with a test administrator who is a relative or close friend. **Proctors who are NOT approved MCS volunteers MUST always be accompanied by a school system employee (i.e., use a floater (school system employee) to release a test administrator and stand in the room with the proctor until the test administrator return). Proctors who are NOT approved volunteers MUST never be left alone with students.**
- **Administrators and proctors must be trained before EVERY test**.

- Anyone noticing a potential problem during testing **MUST** report the problem to the **Test Assistant, Test Coordinator** or **District Testing Coordinator immediately** because timeliness will allow the problem to be properly documented and investigated in a fair and ethical manner.
- **Small group** testing sessions may range from **2-12 students only**.
- **Students allowed extended time,** as an accommodation may be allowed to **test in a regular classroom setting** and move to an overflow setting to complete the remainder of the test if this arrangement does not negate any other accommodations. Students using this format must be briefed on this type of testing arrangement prior to the first day of the testing administration.
- **All test administrations must have an administrator and proctor. MCS do not use roving proctors.**
- If a test allows the district to select appropriate accommodations and modifications for tests, **Montgomery County Schools will adhere to the accommodations allowed by the North Carolina Department of Public Instruction** for similar tests.
- All high school End-of-Course, North Carolina Final Exams and Career and Technical Education Postassessments will count **25% of the student's final grade** for each corresponding course.
- The **Family Educational Rights and Privacy Act (FERPA**) protect student's testing information; therefore, **student data should not be shared** with former employees or anyone who is not directly educating the student. Please direct all requests for student data that is beyond what is available to the public to the **District Test Coordinator.**
- **Makeups** may occur ten school days after the date of the initial test administration. Makeups can occur on teacher workdays.
- If a student does not take a test and he/she is scheduled to test or enrolled in a tested course, the **Failure to Test Student Form** must be completed and returned to Dr. Takeda LeGrand at the end of the testing window.
- Please review the district's **Credit by Demonstrated Mastery Plan** at **http://www.montgomery.k12.nc.us/Page/85Three5** for information regarding additional district testing options.
- **MCS Credit Recovery:** If student completes credit recovery within the same year of their accountability Data pull (i.e., Grade 10 for Math I) for Core Courses, the student will test twice because accountability can take the higher of the two scores for the student and teacher growth will be measured by the first regular course attempt. If student completes credit recovery in a year that does not count for accountability (i.e, Grade 11 Math I) for Core and CTE Courses the student does NOT test, IF a score is on file. However, if a score is NOT on file the student will be assessed. A student enrolled in a NCFE Credit Recovery Course is not eligible to take the corresponding exam.

Testing Assistant/Testing Coordinator	Name of School	Elementary/Middle/High
Vacant, Testing Coordinator for all schools.	Montgomery County Schools	Elementary/Middle/High
Mary Ingram-TA	Candor	Elementary
Philip Vassallo-TA	East Middle	Middle
Enoc Robledo, TA	East High	High
Sharon Castelli-TA	Green Ridge	Elementary
Emily Dunn-TA	Montgomery Learning Academy	Middle/High
Sarah Helms-TA	Mount Gilead	Elementary
Janet Blackmon-TA	Page Street	Elementary
Laura White-TA	Star	Elementary
Dodie Atkins-TA	Troy	K-2 Elementary
Chanda Stokes-TA	West Middle	Middle
Reginald Jackson-TA	West High	High

Accommodations Documentation

Review of Accommodation (ROA) Forms- ROA forms are required for students receiving accommodations on all state tests, with the exception of ACT assessments. 504, EL, and IEP case managers complete the left side of the *Review of Accommodations Used During Testing*. At least 30 days before each test administration, case managers provide a current copy of the form for all students with accommodations to the STC. Immediately after testing, the test administrator giving the assessment completes the right side of the form. Purposes for the form include:

- Documentation of accommodations required, provided, and used during testing
- Data collection for future accommodations decisions

Accommodation Entry in PowerSchool- Accommodation information in PowerSchool derives from two sources:

1. IEP: For students with an IEP, the accommodation information is transferred automatically from EASYIEP. **EC Case Managers** are responsible for entering and updating the plan details and accommodations information into EASYIEP for each EC student.
2. 504 and EL: **Guidance Counselors** are responsible for entering the special program participation and the accommodation(s) in the appropriate pages in PowerSchool for students with a 504 Plan. **EL Case Managers** are responsible for entering EL documentation in PowerSchool. Unlike IEP data, PowerSchool is the authoritative source for 504 and EL accommodation data.

- For each school year, the initial entry of special program assignment and accommodations must be completed by October 1 for returning students. PowerSchool entries for special program participation and accommodations must be made by the first of each month following initial assignment to a special program, annual review of the plan, and/or the addition of accommodations. Care must be taken to make certain that the start and end dates are correctly entered; PowerSchool defaults the accommodation start date to the current date and the end date as the last day of the school year.
- Students who refuse testing accommodations should be handled according to the refusal process outlined in the Testing Students with Disabilities Manual.
- Testing accommodations not properly documented are considered interventions and will not be provided during the test administration.

Accommodations Self-Monitoring

Montgomery County Schools uses the following procedures for self-monitoring to ensure all documented, required accommodations were provided to students and to what extent the accommodations were used by the students during the test administrations:

- The **Testing Assistant** designs a test plan that provides the appropriate accommodations to each student.
- The **Test Assistant** makes sure that each test administrator completes the right side of the form immediately following the test session.
- The **Test Assistant** returns the original copy of the form to the student's case manager to be filed with the IEP, EL, 504 or transitory impairment plan and keeps a copy in the testing notebook.
- Central office staff who monitor schools during testing will check accommodation groups.

_____School Testing Plan

Test(s)_____ Test Dates_____ Test Time_____

School-level Test Coordinator _____

Person(s) assisting School-level Test Coordinator_____

Administrator Training Date(s):_____

Proctor Training Date(s):_____Accommodations Training Date(s):_____

Secure location for storing tests: _____

Persons with keys to secure location: _____

Room where test materials will be distributed on test day(s): _____

Persons available during test administration for emergencies:
_____

Person who will enter SIQs Before Test Day: _____

504/TID/EL/IEP Signatures
I have reviewed this plan and acknowledge that my student testing accommodations are properly documented and are correct as noted.

Case Manager: _____ Date: _____

Case Manager: _____ Date: _____

Case Manager: _____ Date: _____

Case Manager: _____ Date: _____

Case Manager: _____ Date: _____

Case Manager: _____ Date: _____

Documents to keep at school level	Documents to submit to Dr. Takeda LeGrand*
School Test Plan	School test plan
Training Sign-in Sheets	Administration Site Plans
Testing Code of Ethics Sign-Offs	Special Setting Administration Site Plans
Accommodations Sign-Offs	
Accommodations Acknowledgements	
Administration Site Plans	
Special Setting Administration Site Plans	
Review of Accommodations Used During Testing Form for IEPs	
EL/504/TI Plans	

*Due to Dr. Takeda LeGrand at least 2 weeks before the first test administration for each testing session.

Test Administration Sites

School: _____
Test: _____
Test Date: _____

Room #	Administrator	Proctor	Course	# of Students	Special Setting?

Alternate Administrators: _____

Alternate Proctors: _____

Editing Room: _____ **Date:**_____

Time: _____

Editors (3):_____

SIQs After Testing: _____

Calculators: Before-_____ **After-**_____

Sample Test Administration Sites

School: _ABC Elementary/Middle____
Test: _Math EOG_____
Test Date: _May 25, 2010_____

Room #	Administrator	Proctor	# of Students	Special Setting?
14	M. West	C. East	24	No
15	D. North	T. South	5	Yes
16	N. January	R. Smith	1	Yes
17	J. Garland	B. Ebsen	20	No
18	B. Lahr	L. Minelli	6	Yes
19	M. Hamilton	R. Bolger	2	Yes
20	J. Haley	B. Burke	25	No
21	F. Morgan	V. Fleming	Three	Yes
22	N/A	N/A	3	Yes/Special Coding

Special Setting Test Administration Site Plan

School: _____
Test: _____
Test Date: _____

Room #	Administrator	Proctor

Student	EC/EL/504	Accommodations

Alternate Administrators: _____

Alternate Proctors: _____

Editing Room: _____ **Date:**_____

Time: _____

Editors (3):_____

SIQs After Testing: _____

Calculators: Before-_____ **After-**_____

Sample Special Settings Test Administration Site Plan

School: ABC Elementary/Middle____
Test: Math EOG_____
Test Date: May 25, 2010_____

Room #	Administrator	Proctor
15	D. North	T. South

Student	EC/EL/504	Accommodations
E. Plumb	EC	R. Aloud, Sep. Setting (Sm. Grp), Ext. Time
T. Dowe	504	R. Aloud, Sep. Setting (Sm. Grp), Ext. Time
J. White	EC	R. Aloud, Sep. Setting (Sm. Grp), Ext. Time
S. Dey	EC	R. Aloud, Sep. Setting (Sm. Grp), Ext. Time
S. Baio	EL	R. Aloud, Sep. Setting (Sm. Grp), Ext. Time

Test Administrator Training

School Name: _____ Date: _____

School-level Test Assistant Name: _____

Test Name: _____

Name (print)	Signature	Received Manual (initial)	Received Accommodations Training (initial)

This form must be completed by the school test coordinator, school test assistant and the principal at the beginning of the school year and kept on file at the school. If a new person is employed in either position, then he/she must complete this form as soon as possible.

SCHOOL TEST COORDINATOR , TEST ASSISTANT AND PRINCIPAL

TEST ACCOUNTABILITY AND SECURITY FORM

_____
School Name

SCHOOL TEST COORDINATOR/ASSISTANT SECTION:

My signature indicates that I will train all test administrators and proctors according to all state and local regulations and policies as printed in the *Test Administrator's Guide* and the North Carolina *Testing Code of Ethics* provided in the training session(s) conducted by the school system test coordinator. A procedure is in place to assure that the test materials are accounted for at all times and are secure while they are in this school. Any testing irregularities, or the suspicion thereof, will be reported to the school system test coordinator on the day of the occurrence, and the principal will be made aware of the report(s).

Signature of School Test Coordinator _____

Date _____

Signature of School Test ASSISTANT _____

Date _____

PRINCIPAL SECTION:

My signature indicates that I shall maintain test security and accountability of the test materials while they are in this school. School policies and procedures are established to assure all eligible students are tested fairly. School personnel, proctors, and backup personnel are identified and trained for test administrations. The school test coordinator is directed to report any test irregularities, or the suspicion thereof, to the school system test coordinator on the day of the occurrence. I understand that the confidentiality of students must be protected at all times when publicizing/reporting test results to the public and student information that must remain confidential will be protected in compliance with applicable federal and state law, including FERPA (Family Education Rights and Privacy Act of 1974), Chapter 75 of the N.C. General Statutes and any applicable amendments to such laws. I understand that I am prohibited from including or disclosing personally identifiable information in any form of communication with any unauthorized individual or entity, except as required in the performance of my assigned position duties.

Signature of the Principal _____

Date _____

This form must be completed and signed by the test administrator at each test administrator training session and kept on file at the school.

TEST ADMINISTRATOR

TEST ACCOUNTABILITY AND SECURITY FORM

_____ _____
School Name Today's Date

_____
Test Name

My signature indicates that I will administer the North Carolina state test named above according to all state and local regulations and policies as printed in the *Assessment Guide*, the *Testing Code of Ethics*, and other information provided in the training session(s) conducted by the school system's Test Coordinator and/or school Test Coordinator. I was given a copy of the *Administrator's Guide* which contains the North Carolina *Testing Code of Ethics* to review and study before the test administration and to follow precisely during the actual test administration.

In addition, I will

1. count and record the number of secure test materials, including supplemental materials, before and after the test administration and notify the school test coordinator immediately of any discrepancies in the count.
2. maintain test security at all times during the handling of test materials.
3. not copy or reproduce test items in any manner for future reference.
4. not at any time, modify, change, alter, or tamper with student responses on answer sheets or on computer monitors during or after the test administration.
5. conduct an unbiased administration of the test according to the policies, procedures, and directions (as written) in the *Assessment Guide*.
6. ensure each student has access to the appropriate test materials specified in the *Assessment Guide*.
7. ensure eligible students are provided testing accommodations documented in their current Individualized Education Program [IEP], Section 504 Plan, or English Learner [EL] Plan. (if permitted in the case of ACT assessments)
8. remain in the room throughout the entire test administration unless there is an emergency. The school test coordinator must be notified immediately of emergency situations.
9. review and edit student answer documents at the conclusion of testing only under the direction of the school test coordinator in a group setting (i.e., three or more designated school personnel). Student responses are not to be modified during the review process.
10. report any testing irregularities to the school test coordinator on the day of the occurrence.

Test Administration Date(s): _____

Print Name of Test Administrator: _____

Test Administrator's Signature: _____

Proctor Training

School Name: _____ Date: _____

School-level Test Assistant Name: _____

Test Name: _____

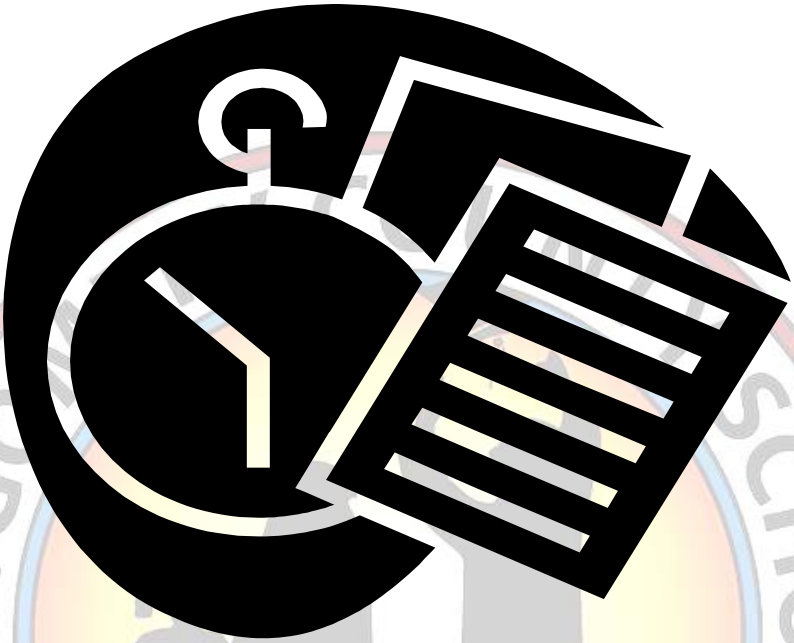
Name (print)	Signature	Received Proctor Guide (initial)

Test Coordinator Training

District-level Test Coordinator Name:
Date: **Time:**
Test Name:

School-level Test Assistant Name (print)	Signature	School

NC *Testing Code of Ethics*
Sign-Off



I certify that I have attended a test administration training session that included discussion on the NC *Testing Code of Ethics* (16 NCAC 6D .0Three06). I have read and agree to follow this code of ethics during the administration of NC state tests. I will contact school-level testing coordinator or the district testing coordinator if I have any questions concerning the NC *Testing Code of Ethics*.

Test Name _____ School Name _____

Printed Name _____

Signature _____ Date _____

Montgomery County Schools
2017-2018 EOG Sign Out/Sign-In Sheet

School: **Test Coordinator:** **Principal:**

Grade	Reading		Math		Science	
	OUT	IN	OUT	IN	OUT	IN
BOG Three						
3						
4						
5						
6						
7						
8						

Grade	Extend Reading			Extend Math			Extend Science		
	OUT	IN	Extend 1	OUT	IN	Extend 1	OUT	IN	Extend 1
Three									
4									
5									
6									
7									
8									

Modification	Grade (s)	Test Name (s)	Number of Tests	
			OUT	IN
One Item Per Page				
Large Print				
Braille				

Additional Items Out: _____

Additional Items In: _____

Signed Out By: _____ Date: _____

LEA Test Coordinator: _____ Date: _____

Signed In By: _____ Date: _____

Lea Test Coordinator: _____ Date: _____

Montgomery County Schools
2017-2018 EOC Sign-Out/Sign-In Sheet

School: **Test Coordinator:** **Principal:**

Algebra I/Math			English II			Biology		
OUT	**IN**		**OUT**	**IN**		**OUT**	**IN**	
Extend Math			**Extend Reading**			**Extend Biology**		
OUT	**IN**	**Extend 1**	**OUT**	**IN**	**Extend 1**	**OUT**	**IN**	**Extend 1**

Modification	Test Name (s)	Comments:	Number of Tests	
			OUT	**IN**
One Item Per Page				
Large Print				
Braille				

Additional item(s) signed out: _____

Additional item(s) signed in: _____

Signed Out By: _____ Date: _____

LEA Test Coordinator: _____Date: _____

Signed In By: _____Date: _____

Lea Test Coordinator: _____ Date: _____

School Name:

Accommodations Acknowledgement

I am a: (circle one) Test Administrator Proctor

Test Name: _____

I will be in a special setting test administration on _____ (Date) in which the following accommodations will be used:

_____

_____

_____

_____

_____

_____

I have received training on administering/proctoring each of the above accommodations and agree to use them properly during this test administration.

_____ _____

Printed Name Date

_____ _____

Signature Name of School

Montgomery County Schools
Failure to Test Student Form
Fall 20__ __ Spring 20__ __ Summer 20 ___ ___

School	
Principal	
School-level Testing Coordinator	
Student	
PowerSchool ID	
Test	
Course Enrollment Dates	
Scheduled Testing Window	
Please explain why the student did not take the test during the testing window. <u>Attach additional documentation</u> (i.e., approved medical waiver, transfer form, transcript, PS enrollment data, etc.) of support.	

Principal Signature: _____ Date: _____

School-level Test Assistant Signature: _____ Date: _____

LEA Test Coordinator Signature: _____ Date: _____

School:_____Date:_____Time:_____Test:_____Auditor:_____

Montgomery County Schools
Test Administration Auditing Checklist

YES	NO	If NO, enter the room/site location.	Things to look for:
			A test administrator and proctor are in every room.
			Classroom displays that provide information regarding the content being measured by the test or test taking strategies have been removed or covered up.
			Test administrator and proctor are moving quietly around the testing site monitoring.
			Test administrators, proctor and students are not eating.
			The test environment is quiet, suitable for testing, and free of noise and distractions.
			An adequate supply of testing materials (scratch paper, calculators, graph paper, pencils etc.) are available.
			Cell phones and other inappropriate electronic devices are not visible.
			A copy of the school-level testing plan is located in the main office.
			Instruction related to the concepts measured by the tests on the morning prior to or during the test administration session was not observed
			Each testing site has a **DO NOT DISTURB** sign on the door.
			Testing sites are free of visitors (auditors are not visitors).
			School Testing Coordinator is available.
			Beginning test time is visible at each testing site and room location.
			Students only have allowable materials on their desk.
			Review and circle one of the following documents that reflect this test administration: Signed Testing Code of Ethics Sheets, Accommodations Acknowledgement Forms, Administrator Training Sheet, Proctor Training Sheet or Materials Sign-out/Sign-in Sheet
Comments:			

Auditor Signature: _____Date: _____

Local Break/Emergency Script

(Insert Local Procedure at End of Testing Session when you have to break for lunch and some students are finished while other will return to finish after lunch)

For those of you that raised your hand and haven't finished, you will be provided additional time after lunch to complete your test. Your test will be paper clipped and you will not be allowed to return to the paper clipped section after lunch. During lunch you will not be allowed to talk and communicate with others and if you need anything during lunch, please raise your hand and an adult will assist you.

(For those of you who are finished, read the final point in the guide.)

Misalignment

If the student has had enough difficulty bubbling the answer sheet that the test administrator must have them continue by marking the answers in the book (only after two redirects), the student should be advised to Mark-in-Book and the test administrator should follow our normal process for transcribing answers to the answer sheet. Be sure that the Testing Coordinator is notified, the issue is documented and the Mark-in-Book transfer occurs under secure conditions (3 or more people) and that all three people sign the test booklet.

Digital Resources

Name	Link
Testing Code of Ethics	http://www.dpi.state.nc.us/docs/accountability/testing/policies/testcode080100.pdf
Montgomery County Schools Performance and Accountability Department	http://www.montgomery.k12.nc.us/domain/50
Testing Security Protocol and Procedures for School Personnel	http://www.dpi.state.nc.us/docs/accountability/policyoperations/testsecurity14.pdf
Testing Students with Disabilities Handbook	http://www.dpi.state.nc.us/docs/accountability/policyoperations/tswd/tswdguide1516.pdf
Review of Accommodations Used During Testing Forms	http://www.ncpublicschools.org/accountability/policies/accom
Guidelines for Testing Students Identified as Limited English Proficiency	http://www.dpi.state.nc.us/docs/accountability/testing/policies/testcode080100.pdf
NC ACT® Site	http://act.org/aap/northcarolina/index.html
Accountability and Reports	http://www.ncpublicschools.org/accountability/reporting/
Proctor's Guide	http://www.dpi.state.nc.us/docs/accountability/policyoperations/proctorsguide1516.pdf
Online Testing Irregularity Submission System (OTISS)	http://www.ncpublicschools.org/accountability/policies/otiss
NC Education	https://center.ncsu.edu/nc/
NC Test Browser	https://center.ncsu.edu/ncaccount/mod/page/view.php?id=977