ASSESSMENT SECURITY POLICY AND PROCEDURES TEST SECURITY PLAN

2024-2025

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Introduction

Appling County Public Schools (ACPS) implements the assessment program as specified by the State Board of Education and the State School Superintendent. Testing includes all state mandated tests as well as local assessments. Tests in ACPS are administered in accordance with the requirements of the governing agency for the assessment and with an elevated level of security to provide an appropriate testing environment, to ensure the integrity of the assessment and the validity of the data provided by the assessment. In accordance with the guidelines provided by the State Board of Education and the Professional Standards Commission each test in DPS is administered in such a way that prevents, mitigates, and reports any irregularities arising at any time before, during, or after testing. Employees of the district must comply with all Georgia Professional Standards Commission rules regarding Georgia's Code of Ethics for Educators. Employees who violate these provisions will be subject to disciplinary action.

Purpose of the Assessment Program

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. New industries use test scores as a major factor in selecting locations for new facilities. As a result of, national 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 the 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 what skills and knowledge are weak and should be improved.
- Community members have a measuring stick to compare year to year improvement and to compare local student performance with performances of students in other locations.

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national 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 curriculum being taught and should be developmentally appropriate for the age and level of the test-taker. Teachers should be trained on proper administration procedures and testing practices.
- Test Administration – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed.
- 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.

PROGRAM OVERVIEW

The Appling County Schools testing program is a combination of National, State and District Level assessments. The measured outcomes of each assessment and the curriculum assessed vary. The assessments are utilized to determine the strengths and weaknesses of students as well as the instructional program.

The Georgia Student Assessment Program includes a set of both formative and summative assessments that work together to provide insights to improve teaching and learning. This balanced approach to assessment provides data for a variety of stakeholders to inform decisions, whether at a policy, district, school, or classroom level to support the improvement of Georgia's education system. Georgia's balanced approach to assessment maintains a purposeful amount of accountability and insights on how Georgia's students are doing while also focusing time and resources on improving student learning at the classroom level during the school year.

Summative assessment is assessment of learning. It takes place at the end of an instructional period and measures student achievement, or mastery of intended learning outcomes. Statewide summative assessment data is typically used to assess instructional programs, support school and district improvement efforts, and to inform policy decisions. Georgia's statewide summative assessments include ACCESS for ELLs, Alternate ACCESS, GAA 2.0, and Georgia Milestones. Georgia also participates in the National Assessment of Educational Progress (NAEP) in grades 4, 8, and 12.

Assessment materials, security guidelines, and administration procedures are provided by the GaDOE for the following assessments (comprehensive information can be found in the GaDOE Student Assessment Handbook and in each assessments' administration manual).

Georgia's Mandated Assessments

Based upon requirements set forth in both state and federal law, the State of Georgia mandates several state-wide assessments. The Appling Public Schools Assessment and Accountability Department oversee the administration of the following state-mandated assessments:

- Assessing Comprehension and Communication in English State to State for English Language Learners (ACCESS for ELLs 2.0)
- Georgia Alternative Assessment (GAA 2.0) for students with significant cognitive disabilities

- Georgia Kindergarten Inventory of Developing Skills (GKIDS) and GKIDS Readiness Check
- Georgia Milestones Assessment System - End of Course (EOC) assessments for high school students completing American Literature, Algebra 1, Biology, and U.S. History courses
- Georgia Milestones Assessment System - End of Grade (EOG) assessment for students in 3rd-8th grade English/Language Arts and Mathematics, 5th, and 8th grades only Science, and 8th grade only Social Studies.

Appling County Public School Testing

Testing Program

Appling County Public Schools shall establish, maintain, and implement a system-wide testing program for the purpose of determining scholastic aptitude and the levels of achievement of pupils attending schools.

The purposes of the standardized measures of aptitude and achievement are to:

1. Establish the needs to be met by the instructional program.
2. Determine the effectiveness of the instructional program.
3. Assist teachers in individualizing instruction by providing diagnostic information about pupils.

The purpose of the system-wide testing program is to encourage the design of improved instructional activities for each pupil. The tests shall be administered according to established testing procedures. Interpretation of test results shall be made available to parents and students. Test results will be analyzed and used with other data in program planning.

Test Administration

Georgia Student Assessment Program Requirements provide comprehensive review of students' educational achievement from kindergarten through high school. State school law code O.C.G.A. §20-2-281 requires both norm-referenced and criterion-referenced testing at designated grade levels. Appling County Public Schools shall test with the designated state assessments at the state mandated grade levels.

Individuals with Disabilities Education Act (IDEA) mandates that ALL students be included in state and district-wide assessments. It also mandates that the Individualized Education Program (IEP) or Section 504 Accommodation Plans (IAP) for any student with a disability include a statement of participation and accommodations needed in the administration of state or district-wide assessments. A student with an IEP may be excluded from specified state or district-wide assessments only if a Georgia Alternate Assessment (GAA) has been developed and approved by the student's IEP committee. Only students who cannot meaningfully participate in state or district-wide assessments will qualify for a GAA, and they will be participating in an alternate, functional curriculum. Testing accommodations for English Learners, if needed, are to be made by the LEP Testing Participation Committee and shall be made only when appropriate documentation is on file.

The Board of Education directs the Superintendent or designee to coordinate the administration of the Georgia Student Assessment Program Requirements, to maintain and supervise test security and storage, and to distribute testing materials to schools. The superintendent shall provide for secure storage of test materials and only authorized personnel shall have access to the materials. System and individual school score reports will be made available to the public.

Testing procedures for state mandated assessments will follow the instructions established in the Georgia Student Assessment Handbook and directives received from the Georgia Department of

Education. District-wide assessments will follow the assessment's directions for administration and the procedures published by the system and/or program being evaluated.

Assessment Plans and Procedures

Appling County Public Schools ensures test security by following consistent procedures in each school. These procedures are designed to be cohesive and consistent with the guidance provided from the Georgia Department of Education's Student Assessment Handbook and strict adherence to the Code of Ethics for Educators established by the Georgia Professional Standards Commission.

Training

Appling County Public Schools implements a train-the-trainer model about disseminating information regarding student assessment. Special attention is consistently paid to issues related to test security, test guidelines, and test procedures as it pertains to all testing programs administered by the district. The System Test Coordinator participates in annual training who then provides training to School Test Coordinators, who in turn, provide training to Test Examiners and Proctors.

Procedures

Prior to the administration of each state assessment, Appling County Public Schools adheres to several basic preparation procedures.

- The System Test Coordinator participates in trainings conducted by the Assessment Division of the Georgia Department of Education for each of the assessment programs administered by the state.
- The System Test Coordinator provides trainings for the School Test Coordinators and Assistant Test Coordinators prior to each assessment administration. Documentation of all district-level trainings is filed in the Assessment and Accountability Google Drive.
    - The overarching goal of these training activities is to provide information so that student testing is conducted with integrity and in a way that establishes confidence that the results are valid and can be used to accurately gauge student achievement and improve instruction.
    - The content of these trainings includes applicable information shared in the GADOE training sessions with System Test Coordinators, specific information regarding providing special accommodations, instructions to complete necessary coding of answer documents, specific procedures related to the administration of each assessment that are included in Examiner and System/School Coordinators' manuals, information regarding the training of Examiners and Proctors, and other pertinent information.
    - Also, included in each of these test-specific training opportunities is information regarding test security and professional practice. Topics covered include the secure storage and handling of test materials, instructions for maintaining assessment integrity (i.e. prohibition of electronic devices and other materials during testing, removing or covering instructional materials that may be displayed in classrooms, maintaining a classroom environment conducive to testing, etc.), a review of possible testing irregularities/invalidations, guidelines to avoid testing

irregularities, procedures to report testing irregularities, and a review of professional ethics as it relates to student assessment.

- The principal will appoint appropriate school personnel to serve as the School Test Coordinator and Assistant Test Coordinator. In most cases, the School Test Coordinator is the school counselor.
- School Test Coordinators provide training at their local school for Examiners and Proctors that includes information pertaining to specific test security, guidelines, and procedures for the state assessment. Documentation of these trainings are housed at the school level and copies are uploaded to the Assessment & Accountability Google Drive.
- All state-mandated assessments must be administered by teachers holding a current and valid certificate issued by the Georgia Professional Standards Commission.
- All personnel involved in the administration of assessments, either directly or indirectly, must be trained prior to assessing students.
- Sign-in sheets are retained for all trainings at all levels.
- Inventories of test materials that reflect each time the materials are checked in and out are maintained at all levels.
- All secure assessment materials are stored in an appropriate storage site that has access limited to specifically trained personnel.

Monitoring

Monitoring of assessment activities is a joint responsibility between the System Test Coordinator and the School Test Coordinator. Daily reports can be generated and shared from the System Test Coordinator to the School Test Coordinator for all online testing platforms (Georgia Milestones, ACCESS, GKIDS, etc.). Monitoring is organized at each individual school in coordination with the test security, guidelines, and procedures that have been outlined during test administration training. The Principal and School Test Coordinator must confirm that assessment procedures have been adhered to upon the completion of each administration through the signing of the Principal's Certification form. Once all the Principal Certification forms have been accounted for, the Superintendent and System Test Coordinator also submit a Testing Certification form each July and January to the Georgia Department of Education also confirming that assessment procedures have been adhered to with the district.

Responsibilities

Standardized tests results are the basis for many reports and accountability measures. Because of the priority, it plays in national and state expectations, the administration of tests shall be held to Georgia's Code of Ethics for Educators. An essential component is that all personnel perform their assigned responsibilities to maintain test integrity and for the process to be appropriately implemented. The following personnel have been identified as holding key roles in the assessment program:

- Superintendent
- System Test Coordinator
- System Technology Coordinator
- System Special Education Coordinator
- System Title III/ESOL Coordinator
- Principal
- School Test Coordinator

- Examiner
- Proctors

Superintendent

- **Communication**
  - Has ultimate responsibility for all testing in the district.
  - DesignatestheSTCandnotifiesthelocalsecurityofficerandtheOfficeofAssessmentandAccountability.
  - Informs appropriate stakeholders about testing requirement and final reporting of student scores.
- **Test Security**
  - Reviews and monitors the District Assessment Plan in collaboration with the STC.
  - Approves submission of special administration and flexibility requests.
  - Reviews and Submits the Superintendent's Certification form in the MyGaDOE Portal Training.
  - Ensures all appropriate personnel attend the Office of Assessment and Accountability required training sessions concerning state assessment programs.
- **Monitoring of Assessments**
  - Monitors testing activities to guarantee compliance with regulations established by the State Board of Education.
  - Reports unethical professional conduct to the Educator Ethics Division of the GaPSC.

System Test Coordinator

- **Communication**
  - Accounts for participation of all students for required assessments, including students requiring accommodations.
  - Has responsibility over all activities within a test session.
  - Reports inaccuracies on student test tickets prior to the start of test sessions including missing or mis-applied student accommodations.
- **Test Security**
  - Adheres to policies and guidance found in the Student Assessment Handbook.
  - Manages the assignment secure and appropriate user roles of all on-line platforms.
  - Has processes in place to ensure and validate that all Examiners hold GaPSC certification.
- **Training**
  - Completes all GaDOE required assessment and test security training as published in the Student Assessment Handbook and posted in the Assessment Update.
  - Coordinates all local training plans related to ethical behavior, test security and administration activities and protocols.
- **Testing Environment**
  - Reviews and coordinates local training in all procedures program-related test administration manuals.
  - Distributes test results to the superintendent and to the schools when released.

- **Monitoring of Assessments**
    - Ensures test security and reports to superintendent concerning testing irregularities.
    - Ensures SchTCs account for the participation of all students.
    - Works with SchTC to monitor for adherence to the District Assessment Plan, including required accommodations for students.

Principal

- **Communication**
    - Has ultimate responsibility for testing activities in the school.
    - Designates a GaPSC certified educator as School Test Coordinator.
    - Informs students/parents/guardians/staff about the purpose of testing, schedule, and times.
- **Test Security**
    - Assures compliance with the district/school assessment plan.
    - Ensures that secure testing materials are not misused/mishandled.
    - Reviews and returns the Principal's Certification Form to the STC after each administration.
- **Training**
    - Verifies that the School Test Coordinator, all examiners, and proctors have been trained in test security, ethical behavior, and test administration protocols and policies.
    - Ensures that only GaPSC certified educators are assigned the role of Test Examiner.
- **Testing Environment**
    - Ensures all testing sites are adequately prepared.
    - Ensures that all student accommodations are applied in online platforms and provided per IEP/IAP/EL-TPC.
- **Monitoring of Assessments**
    - Ensures all secure materials are stored in a secure, locked location with restricted access.
    - Works with SchTC to notify the STC of testing irregularities.

School Test Coordinator

- **Communication**
    - Accounts for participation of all students for required assessments, including students requiring accommodations.
    - Manages all training and test administration activities within the school.
    - Develops and manages the School Assessment Plan in compliance with the District Assessment Plan.
- **Test Security**
    - Ensures and verifies all Examiners hold a current, valid GaPSC certification (minimum clearance certificate); Ensures all Examiners for the WIDA suite of assessments are certified in the appropriate areas. Ensures that secure testing materials are not misused/mishandled.
    - Maintains a secure inventory protocol for distribution of secure materials, including test tickets.
- **Training**
    - Develops, manages, and conducts assessment training sessions and maintains complete records of all attendance, handouts, and presentations.

    - Completes all GaDOE required assessment and test security training as published in the Student Assessment Handbook and posted in the Assessment Update.
- **Testing Environment**
    - Ensures all physical testing environments have been prepared .
    - In collaboration with technology staff, ensures all online assessment readiness checks and device checks have been completed.
- **Monitoring of Assessments**
    - Ensures and verifies appropriate assignment of all student accommodations.
    - Monitors and reports any testing irregularities to the Principal and STC including details and description of such incidents.
    - Monitors completion of assessments, and entry of student responses, where applicable

Examiner

- **Communication**
    - Accounts for participation of all students for required assessments, including students requiring accommodations.
    - Has responsibility over all activities within a test session.
    - Reports inaccuracies on student test tickets prior to the start of test sessions including missing or mis-applied student accommodations.
- **Test Security**
    - Hold GaPSC clearance certificate that is valid and current; and adheres to the Educator Code of Ethics.
    - Reviews and follows all protocols for managing all secure and non-secure materials.
    - Ensures administrations follow all protocols and that all student responses are entered per training and guidance, where applicable.
- **Training**
    - Completes all GaDOE required assessment and test security training as published in the Student Assessment Handbook and posted in the Assessment Update. Has completed annual certification for administering WIDA ACCESS and WIDA Alternate ACCESS.
    - Participates and completes all local training related to test administration, test security, and ethical behavior.
- **Testing Environment**
    - Verifies the completion of student test but does NOT review any student responses of any kind during that verification.
    - Ensures all test materials are correct and validates student receipt of correct test tickets and assigned accommodations.
    - Ensures no content-related materials are on display in testing sites.
- **Monitoring of Assessments**
    - Actively monitors students throughout the testing session.
    - Communicates any testing irregularity to the SchTC and provides a statement of the details.

Proctor

- **Communication**
    - Has responsibility to support the test session.
    - Ensures class rosters and related test tickets are accurate prior to starting test sessions and reports inaccuracies to the Examiner and

SchTC according to the School Assessment Plan.

- **Test Security**
  - Assists the Examiner in applying and enforcing prescribed calculator, cell phone, and electronic device guidelines.
  - Assists the Examiner in maintaining test security.
- **Training**
  - Completes all GaDOE required assessment and test security training as published in the Student Assessment Handbook and posted in the Assessment Update.
  - Participates and completes all local training related to test administration, test security, and ethical behavior.
- **Testing Environment**
  - Monitors for testing interruptions and communicates with the Examiner when student issues arise.
  - Remains in the testing environment for the entire test session.
- **Monitoring of Assessments**
  - Ensures students are not engaged in on-line sites outside of the test environment.
  - Ensures students are using the correct test tickets.

Training Expectations

System Test Coordinator

The System Test Coordinator will participate in all required GaDOE training sessions. The System Test Coordinator will train School Test Coordinators on the following: focused training procedures for before, during, and after testing to include distribution/collections of materials, monitoring during testing, ethical behavior, test security, test irregularities, accommodations, cell phone policy, review of examines, review of examiner/proctor roles and responsibilities. Documentation of these trainings will be housed on the Test Coordinator Google Drive (attendance, agendas, minutes, attestation documents, etc.).

System Test Coordinators, School Test Coordinators, Program Directors, and test examiners participate in required GaDOE Assessment trainings as mandated. System Test Coordinators, School Test Coordinators, and test examiners are required to complete the Georgia Learn Modules (screenshot below & GAA 2.0 Test Examiner Course) and Vector Security and Ethics Module, and WIDA ACCESS trainings applicable to students tested in their school in addition to local training.

For state-mandated assessments that require entering of accommodations, such as GMAS, ACCESS 2.0/Alternate ACCESS 2.0 and GAA 2.0, the System Test Coordinator, School Test Coordinators and test examiners will complete the Accessibility and Accommodations module in SLDS. The System Test Coordinator, Federal Programs Directors, and SPED Director will consult with School Test Coordinators to ensure correct entering and usage of accommodations.

GAA 2.0 Test Examiner Course
Virtual trainings posted to https://wida.wisc.edu

District-Level Testing Overview Training

All personnel involved directly or indirectly in the administration or processing of assessments shall be appropriately trained. The principal has the ultimate responsibility for testing within the school and must ensure that staff participate in required assessment trainings. In addition to test-specific trainings, principals must also ensure that the Vector on-line ethics course is completed annually by all individuals before they engage in any assessment-related work.

Training for the GaDOE state-mandated assessment program is delivered through a "train-the-trainer" model. The GaDOE Assessment Division provides trainings to System Test Coordinators who are then required to redeliver the content, supplemented as needed, with specific local procedures and requirements, to School Test Coordinators. School Test Coordinators are charged with training all examiners, proctors, and support staff.

Training for local (non-state) assessments stems from requirements defined by the applicable testing vendor/organization and/or local district staff. External entities, such as the College Board and International Baccalaureate define the procedures that apply to their testing programs.

System Level Training

The System Test Coordinator ensures that School Test Coordinators, examiners, and proctors have been trained in test security, ethical behavior, and test administration protocols and policies.

The System Test Coordinator is responsible for training all School Test Coordinators. Training must include information on communication, test security and procedures, handling of materials, student preparation, determining and providing accommodations, test administration protocols including, but not limited to, monitoring during testing, test irregularities, cell phone policy, review of examiner's manual, and review of examiner/proctor roles and responsibilities.

The System Test Coordinator conducts training sessions for School Test Coordinators on Testing Security and Ethics utilizing GADOE's Student Assessment Handbook and information gleaned from the Fall Assessment Conferences. A Vector module related to Security and Ethics is required by employees of the Appling County School System who have any involvement with testing along with an attestation statement for testing security and ethics that mandates adherence to test security *(Test Security Information for Test Coordinators/Examiners/ Proctors*) indicating they have been trained and will adhere to Testing Ethics and Security guidelines. Additionally, all School Test Coordinators must attend pre-assessment trainings prior to the administration of each state mandated assessment. These sessions provide a comprehensive overview of processes and procedures specifically related to individual assessments and will review ethics policies related to testing and assessment. These trainings also provide information on the use of assessment platforms,

guidelines for managing secure information, and steps for troubleshooting technology issues during testing.

The System Test Coordinator and School Test Coordinators are required to read the Student Assessment Handbook and the ACCESS and Alternate ACCESS manuals in their entirety to ensure all are aware of the ethical guidelines associated with administering the ACCESS and Alternate ACCESS assessment.

A portfolio of all agendas, presentations, handouts, resources, and sign-in sheets are kept as documentation and for future reference in the ACS Test Coordinator shared Google drive. School Test Coordinators are required to redeliver trainings to school staff, including the principal.

School Test Coordinators will reiterate security and ethics expectations during each state mandated assessment training.

School-Level Training

The School Test Coordinator is responsible for training all personnel within their school including all proctors, examiners (certified educators), and monitors. Training must include information on test procedures and security, avoiding irregularities, and administering assessments to students with accommodations and/or EL/TPC Plans. GaDOE also recommends that all staff members (including paraprofessionals and others) who may be in classes during testing or who may be near the area where tests are stored, even though they do not have direct access to tests, be made aware of security rules.

All staff who participate in state assessments, handle secure assessment materials, or support testing in any way, must be fully trained in assessment security and test administration procedures according to their role. Each staff member must sign the *Assessment Security Compliance* document before participating in administration any of the state's assessments. Each staff member only needs to sign one form per academic year, if involved in the administration of multiple assessments. Staff roles include, but are not limited to assessment coordinators, technology coordinators, administrative staff, test examiners, proctors, and monitors. (SAH pp 179-180)

The System Test Coordinator, School Test Coordinators, test examiners, proctors, and any other person involved with assessment are required to read and adhere to all guidelines set forth in the GaDOE Student Assessment Handbook and any assessment specific manuals (ACCESS, GAA, GMAS EOC & EOG, GKIDS, etc.).

School Test Coordinators train all staff at their respective schools in Testing Security and Ethics for each assessment. Including incidents that warrant an investigation and referral to GaPSC. Examples of possible ethical violations include but are not limited to the following scenarios:

- Test Examiner/proctor helps student by giving information other than test directions.
- Test Examiner/proctor indicates correct answers to students.
- Test Examiner leaves students unattended during testing.
- Content has been disclosed, coached, or distributed by Test Examiner or other personnel to students.
- Examiner does not follow proper transcription procedures related to student responses.

- District administration reporting an incident involving inappropriate test administration practices of District/Building Coordinators or Building Administration.
- Suspected and/or confirmed test security breach through adult use of a cell phone, electronic device, or other mode to share or retrieve secure test content, items, and/or passages through any electronic, email, social media, or other similar mode.

All secure testing materials have a documentation trail from receipt of secure testing materials to return of secure testing materials (delivery to central office, stored in secure location at central office, checked out by School Test Coordinator, stored in secure location at school, used during testing, and returned to the central office for processing).

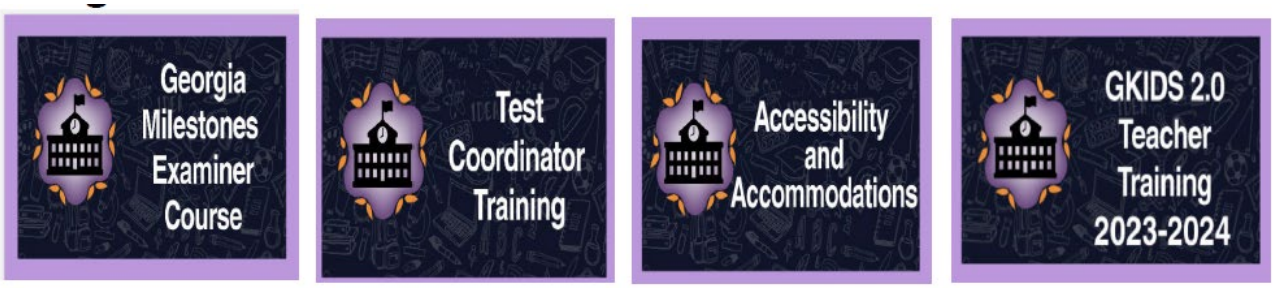
At the conclusion of testing, all examiners must sign the *Examiner's Certification of Adherence to Prescribed Test Administration Procedures* document to certify that they have followed all procedures covered in the training and reported any irregularities. (SAH p. 181)

The School Test Coordinator must retain a copy of all handouts, presentations and sign-in sheets for their records, as well as, upload copies in their school folders on the Google shared drive for system documentation.

Training Documentation and Requirements

The System Test Coordinator and School Test Coordinators clearly document attendance at all training sessions and include agendas and supporting presentations and/or handouts with specific guidance and policy related to test security and assessment administration protocols. Documentation will be housed at the school and uploaded to the ACS Test Coordinator Google Drive.

The System Test Coordinator, School Test Coordinators, and test examiners must complete Ga Learns Online Training Modules and WIDA Online Training Modules Prior to administration of assessments and provide documentation of completion to their assigned assessment coordinator.



GAA 2.0 Test Examiner Course
WIDA ACCESS Virtual trainings posted to https://wida.wisc.edu/

Security Attestation Agreement

The System Test Coordinator, School Test Coordinators, Examiners, Proctors, and all other associated with administration of any state mandated assessment are required to sign the following agreements ensuring their adherence to test security, confidentiality, and nondisclosure.

- *Test Security Information for School Test Coordinators/Examiners/Proctors*
- *Assessment Security Compliance Form*
- *Examiner's Certification of Adherence to Prescribed Test Administration Procedures*

Assessment Security

Educators must be GaPSC certified and adheres to the Georgia Code of Ethics for Educators to administer all state mandated assessments. As required by SBOE Rule 160-3-1-.07, certified educators (teachers, interpreters, counselors, administrators, and paraprofessionals) must administer all state-mandated assessments. The term Certified Educator in this statement is defined as those educators directly involved with the instruction of students, and who must hold a clearance certificate as defined by the GaPSC. Educators without Georgia certification from the GaPSC **must not** administer state assessments. Local systems must be mindful of certificate expiration dates and ensure that all examiners possess a valid/unexpired certificate at the time of test administration. The term Examiner refers to the person administering the assessment.

Ethics for Educators – Assessment

Test security, guidelines, procedures, and the Code of Ethics for Educators established by the Georgia Professional Standards Commission is always a part of the annual training. The Code includes discussion pertaining to several standards of professional practice and their alignment to student assessment. They include the following:

- **Standard 4: Misrepresentation or Falsification** - An educator should exemplify honesty and integrity during professional practice. Unethical conduct includes but is not limited to falsifying, misrepresenting, omitting or erroneously reporting information regarding the evaluation of students and/or personnel;
- **Standard 7: Confidential Information** - An educator should comply with state and federal laws and local school board/governing board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.
- **Standard 9: Failure to Make a Required Report** - An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge 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.
- **Standard 10: Testing** - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to committing any act that breaches test security; and compromising the integrity of the assessment.

The System Test Coordinator reviews these standards of ethical conduct regarding student assessment, specific examples of practices that are consistent with these standards, and specific examples of violations of ethical behavior are reviewed during training. The consequences of violation of these ethical standards that may include putting into jeopardy the professional certification status of violators is reviewed during each state assessment training session. If an incident prompts a referral to the Georgia Professional Standards Commission, the GPSC 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 educator

Each school year, the Appling County School District requires all PSC certified personnel with a role in the administration of state-mandated student assessments to participate in assessment compliance training. The content of the training is based on information included in the *Student Assessment Handbook, Georgia Learns required modules (Georgia Milestones Examiner Course, Test Coordinator Training, Accessibility and Accommodations, GAA 2.0, GKIDS 2.0),* WIDA required modules, Vector module, and GaDOE webinars. Content covered includes a review of the standards of professional ethics that specifically apply to student assessment, maintaining test security and integrity, guidelines for the selection and use of accessibility supports for instruction and assessment of all students, including students with disability and English Learners, the consequences of the failure to comply with the *Code of Ethics for Educators*, limiting the reporting of testing irregularities and the consequence associated with irregularities, and a review of the responsibilities for each role in the assessment program. This training includes explanation of the roles of School Superintendent, Principal, System Test Coordinator, School Test Coordinator, and Test Examiner/Test Proctor.

Documentation

The following documentation will be kept in Testing Coordinator Google Shared Drive and in the School Test Coordinators email group:

- Assessment Security Procedures Policy and Procedures Test Security Plan
- Copies of assessment communication sent to school staff, parents etc. (emails, meetings, agendas, etc.)
- Test Security Information for School Test Coordinators/Examiners/Proctors
- Schedule for test administration (calendar)
- Training materials including administration test security, and accommodations
- Agendas, minutes, handouts, and attendance sign-in sheets for trainings
- Testing schedule (calendar)
- Principal Test Certifications
- Examiner Certifications

Scan as one document in the following order:

- Invitation (email, calendar invite, etc.)
- Sign in Sheet (meeting title, date, time, location)
- Agenda/Minutes
- Discussion Items (handouts, presentation, online videos, etc.)

Label as follows:

- School Initials, Name of Training, Date of Training
- Example: ACSS Security & Ethics 10.13.23

Record Retention

All Appling County Schools are required to adhere to the record retention policy. Each school will retain all assessment files for five years for the following items: training agenda/minutes/sign in sheet, training materials, examiner certifications, school test coordinator certification, and a copy of principal certification.

Assessment Security Procedures

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted content standards and to use assessment results to improve teaching and learning. Results of the assessment program are utilized to identify the extent to which students have mastered the state's academic content standards, to provide teachers with feedback about instructional practice, and to assist school districts in identifying strengths and weaknesses to establish priorities in planning educational programs.

The *Student Assessment Handbook* (SAH) is intended to provide System Test Coordinators (STCs) and other personnel assigned duties and responsibilities related to statewide student assessments with policy and guidance regarding those assessments. The SAH provides policy, resources, and direction supporting the integrity of the assessment and to assure that results are valid and reliable. Occurrences that violate test security risk, damage test integrity and could result in the invalidation of test scores. Employees of the district must comply with all Appling County Schools' policies and Georgia Professional Standards Commission (GaPSC) rules with regard to testing ethics. Employees who violate these provisions could be subject to disciplinary action, up to and including termination.

A copy of the Student Assessment Handbook is located at For System Coordinators on the GaDOE Assessment website.

Test Security

Testing security procedures and guidelines for the Appling County School District are based on the training provided by the Georgia Department of Education (GADOE) Assessment Division. This plan includes information taken directly from the Georgia Department of Education's Student Assessment Handbook. It is the intent of the Appling County School District to administer all assessments with integrity and validity. Care is taken to ensure that all assessments are protected from any ethic violations and to maintain high program standards.

- Prior to the beginning of testing, the System Test Coordinator and the System Technology Coordinator meet to review the assessment plans with regards to the technology infrastructure and technology support that each school will receive during the testing window.
- Schools are then notified of the technology support that they will have during testing.
- Plans are made to avoid the use of the school's intercom system during the assessment window.
- Each school will annually provide a written plan for test administration and security procedures. This plan must be submitted to the System Test Coordinator for approval.
- Upon arrival, test materials are counted by the System Test Coordinator and discrepancies are discussed with the distributing vendor.
- Test materials will be stored in the test storage room at central office.
- The System Test Coordinator will count out and package test materials for the schools.
- School Test Coordinators will come to the central office test storage room to inventory, sign, and pick up all appropriate assessment materials.
- School Test Coordinators will store the assessment materials in a locked, secure location at the school until needed for testing.

- On test days, test materials may only be distributed to Examiners (test administrators); School Test Coordinators have a system in place to sign materials out and back in at the end of the testing period. These materials include Examiner manuals, assessment technology, large print student testing booklets and answer sheets (if needed), test tickets for online testing, scratch/graph paper (if permitted), timers, calculators (if permitted) and pencils. If test materials are lost or misplaced, immediate contact must be made with the System Test Coordinator who will contact GADOE.
- Upon the end of the testing period, the School Test Coordinator will return the Examiner manuals, large print student test booklets and answer sheets (if used), test tickets, Principal's Certification Form, Students Not Tested form, and any Irregularity Reports to the test storage room at the central office. All other approved testing documentation should be kept on file at the school.
- The System Test Coordinator will arrange for the return of any paper test materials in accordance with the guidelines and procedures outlined in the System Test Coordinators Manual.

Assessment Security and Accountability

Appling County School District acknowledges the importance of maintaining a system of student assessment that is of the highest quality. High quality assessments must be administered in a manner characterized by integrity that is ensured only when sound procedures of test security and accountability are implemented. These procedures are designed to establish an environment in which student assessment is conducted in a way that establishes confidence that the results are reliable and valid and can be used to accurately gauge student achievement and improve instructional practices. Appling County Schools are committed to the use of online assessments, whenever possible, which greatly enhances test security, provides a more positive user experience, and maximizes the accessibility of these assessments to students with disabilities and other learning differences.

Plans and Procedures

The following test security plans and procedures are designed to be consistent with guidance provided by the Assessment Division of the Georgia Department of Education (GaDOE) that is contained within the *Student Assessment Handbook* and to adhere to the *Code of Ethics for Educators* established by the Georgia Professional Standards Commission (GaPSC).

Reporting of Irregularities and/or Security Breaches

Training of School Test Coordinators, Examiners, and test Proctors includes defining what constitutes an irregularity and/or security breach, citing examples of each, discussing the responsibility of certified personnel to report any such observations, and reviewing the procedure to follow in making reports. Examiners and test Proctors are instructed to immediately report possible irregularities and security breaches to the School Test Coordinator and Principal who, in turn, must report to the System Test Coordinator. The System Test Coordinator will provide guidance to investigating of the incident which may include obtaining written narratives from all parties involved. Materials collected related to the investigation must be gathered by the System Test Coordinator. Irregularities and security breaches must be reported by the System Test Coordinator to the appropriate GA DOE Assessment Administration Division Assessment Specialist. The System Test Coordinator will follow the instructions of the assessment specialist who may provide guidance in the investigation, suggest a course of action to respond to the irregularity and/or security breach, give instructions for

recording the incident on the GA DOE secure portal, provide the appropriate codes if the incident is deemed to be an irregularity and/or requires the invalidation of an assessment, and make a recommendation for a report to the Professional Standards Commission if deemed appropriate.

Security Breach Consequences

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.

Examples of Various Test Security Breaches

Before, During, and After	Online Assessments	Paper/Pencil Assessments
Lost or stolen booklets		x
Missing online test tickets	x	
Obtaining unauthorized access to secure test materials	x	x
Educator unethical behavior	x	x
Educators/students cheating by any means	x	x
Before		
Failure to provide or participate in all test administration and test security training for appropriate personnel	x	x
Failure to create an appropriate testing environment	x	x
During		
Students giving, receiving, or having access to unauthorized assistance from other students or electronic devices during a test (e.g., sharing answers, assisting peers, using electronic devices to copy, send, share answers or test content, plagiarism)	x	x
Student accessing unauthorized materials or resources (e.g., notebooks, writers' checklist, formula sheets, notes, Internet, textbooks)	x	x
Test Examiners/Proctors providing answers to students during testing	x	x
Accommodations being used inappropriately to cheat	x	x
Testing session disruption	x	x
After		
Altering student responses	x	x
Reconstructing test item materials through memorization	x	x
Memorized test items or answers being distributed, including posted online	x	x
Printing, emailing, or storing test information in a computer outside the test delivery system	x	

Any concern regarding test security must be reported to the System Test Coordinator who will report the incident to the GaDOE. The System Superintendent is notified of any situation involving an employee and the decision is made to report to Human Resources, if necessary. If there is a need to report to the Professional Standards Commission (PSC), the System Test Coordinator will submit in writing an exact account of the events(s) as she knows them to Human Resources who will then submit to the PSC for investigation. Failure to safeguard test materials or to comply with test administration procedures could adversely affect an employee's certification status.

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 School Test Coordinator and System Test Coordinator and may be referred to the Educators Ethics Division of the GaPSC 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 actions. Any instance of violation of copyright laws must reported immediately to the Office of Assessment and Accountability. (SAH p.38)

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.

The GaDOE Office of Assessment and Accountability of the GaDOE will review all reports of irregularities and may advise the local system whether a report of possible unethical conduct should be made to the GaPSC.

All school system personnel are expected to follow prescribed procedures and to operate within ethical guidelines in regard student assessment. **Failure to do so can result in the full variety of disciplinary actions including the inability of the examiner to continue testing, adherence to a corrective action plan, referral to human resources, and/or a GaPSC referral, and possible termination of employment.**

Assessment Monitoring

Monitoring of assessment activities is a joint responsibility between the System Test Coordinator and the School Test Coordinator. Daily reports can be generated and shared from the System Test Coordinator to the School Test Coordinator for all online testing platforms (Georgia Milestones, ACCESS, GKIDS, etc.). Monitoring is organized at each individual school in coordination with the test security, guidelines, and procedures that have been outlined during test administration training. The Principal and School Test Coordinator must confirm that assessment procedures have been adhered to upon the completion of each administration through the signing of the Principal's Certification form. Once all the Principal Certification forms have been accounted for, the Superintendent and System Test Coordinator also submit a Testing Certification form each July and January to the Georgia Department of Education also confirming that assessment procedures have been adhered to with the district.

Procedures for Monitoring Cell Phones and other Devices

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 smartphone applications. Students and staff are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone, tablets, PDA, electronic recording, camera, or playback device, et cetera). Example test security irregularities include, but are not limited to, having phone conversations, taking screenshots, sending emails, sending texts, posting to social media, etc. during test administration and during the time they possess secure materials. This does not apply to a need that a staff member may have to use such a device in the event of an emergency/urgent situation.

- Each electronic device incident will vary and will be handled on an individual basis.
- School Test Coordinators must report all electronic device test irregularity to the

System Test Coordinator.

- Students who receive, from another party, messages/posts/texts that contain secure test information may 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.
- Once the information has been evaluated, the GaDOE Assessment Division will determine if the assessment should be invalidated.
- School Test Coordinators and Examiners 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. In addition to the state process, the System Test Coordinator reviews irregularities to determine which cases require further review and possible investigation. The review process will happen continually during all test administration windows and throughout the year as necessary.

Monitoring Academic Dishonesty

It is the responsibility of every student and employee to exhibit honesty, trust, fairness, respect, and responsibility in academic work at all times to support a positive learning environment in the school. Cheating, plagiarism and other acts of academic dishonesty are strictly prohibited. Students who cheat on standardized testing or are repeatedly dishonest can face expulsion or increased consequences. Examples of violations of this rule include, but are not limited to: copying or "borrowing" from another source and submitting it as one's own work; seeking or accepting unauthorized assistance on tests, projects or other assignments; fabricating data or resources; providing or receiving test questions in advance without permission; or working collaboratively with other students when individual work is expected.

Proactive Monitoring

- Follow GaDOE requirements for removing/collecting unapproved devices before testing begins. Ensure students understand the consequences of use of devices during testing.
- If a student is acting suspiciously, don't wait to catch them in the act. Redirect and/or move the student, if appropriate.
- Watch for wandering eyes and shifting postures. Use proximity to head off those potential issues.
- Report any suspicions or confirmed cheating incidents to School Test Coordinator for investigation.

CALCULATOR ALLOWANCES AND RESTRICTIONS (SAH pp. 65 - 66)

Systems, schools, and students must adhere to the guidelines provided below. It is incumbent upon STCs, SchTCs, and Test Examiners to ensure that all calculator policies are implemented and followed. By design, calculators are not required for any Georgia Milestones test item. Instead, calculators are an allowable tool for student use as noted below. Georgia Milestones assessments include embedded onscreen, digital calculators that can be accessed by students for calculator-allowed items according to guidelines found in the Student Assessment Handbook and in the test administration manual.

The DRC INSIGHT platform for Georgia Milestones provides online calculators for appropriate grades and courses as a universal tool for student use. In order to avoid any concerns related to calculators, the preference of the Appling County School System is the use of the online calculator in the testing platform. All students should be trained with the online calculators utilizing Experience Online Testing Georgia.

Appling County School System does not dictate use of the online calculator in the testing platform. Therefore, student may utilize handheld calculators as a supplement, not a replacement, for online calculators, which are universal tools available to all students. However, the preferred calculator is the Desmos online calculator. Calculator usage across all schools (and examiners) is consistent across the district. 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. One allowable hand-held calculator is permitted in online or paper testing environments for Georgia Milestones assessments.

Allowable Calculators for Georgia Milestones:

- Grades 3-5 EOG: No calculators allowed
- Grade 6-7 EOG: Scientific or Basic Calculator
- Grade 8 EOG: Graphing or Scientific Calculator
- High School Physical Science EOG: Scientific or Basic Calculator
- Algebra: Concepts and Connections EOC: Graphing calculator or scientific 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, or that have voice (*) (*) Does not apply to talking calculators for students who may require that functionality per an IEP/IAP.

Calculators are not permissible for Georgia Milestones grades 3 through 5 in either section of the mathematics test. Students assigned the conditional accommodation due to an identified disability in the IEP or IAP for the use of a calculator on the mathematics content assessment must meet the guidelines found in the Allowable Accommodations for Georgia's Student Assessment Program section of this manual.

SchTCs and test examiners must ensure that all memory is removed before a hand-held calculator can be permitted in the testing site.

Consequences for Failure to Follow Prescribed Procedures/Violations of Professional Ethics

All School Test Coordinators are trained on Test Security and Prescribed Procedures and/or Violations of Professional Ethics each year and are required to provide the same training to all applicable faculty members before any state testing at the school. Documentation of the school trainings is filed at the school level for five years.

All school system personnel are expected to follow prescribed procedures and to operate within ethical guidelines in regard student assessment. Failure to do so can result in the full variety of disciplinary actions up to and including termination of employment. Violations of Professional Ethics will be reported to the Professional Standards Commission who may implement a variety of sanctions that can include revocation of the professional credentials of offending educators.

In the event of a violation of the Code of Ethics for Testing, the PSC may, in accordance with its rules, impose any one or more of the following: Reprimand, Suspension, or Revocation.

Scheduling Tests

State-mandated assessments **must** be scheduled in accordance with published GaDOE testing dates. State assessments may be administered Monday through Friday only and during a system's/school's normal operating hours. Online testing may be administered only during the times of day that the applicable online testing platform(s) is provided under the terms of GaDOE's contractual agreement(s). Test administration schedules may not include weekend dates (Saturday and Sunday) for either online or paper-based assessments. In scheduling each mandated assessment, schools must adhere to the testing times prescribed in the Test Administration Manuals. Allowing too much or too little time may result in an invalidation.

Local Assessment Calendar

The System Test Coordinator establishes local testing windows inside the state testing windows provided by the Office of Assessment and Accountability and posted on the Georgia Assessment and Training Calendar. The System Test Coordinator creates a system testing calendar aligned with state testing windows. The system testing calendar is shared with district leadership, all staff members, parents, and students. The system assessment calendar is posted to all school websites and posted to the district website to avoid conflicts with other system or school activities.

Storing, Distributing, and Collecting Test Materials

Managing Secure Test Materials

As the Appling County School District strives to maximize the use of online assessments, the transfer of paper copies of secure test materials is greatly reduced. However, there is a limited amount of transfer of secure material even for online assessments (i.e. test tickets and used scratch paper), and there are instances in which paper assessments are used which require more extensive security procedures. The system of distribution and return of secure testing materials is designed to maintain their security at each point of transfer, and

any discrepancies are resolved at that time.

Vendor ↔ System Test Coordinator: All test materials are received from vendors by the System Test Coordinator in the manner prescribed by the State that is particular to the specific testing program. As soon as is possible, the System Test Coordinator, in turn, distributes test materials intended for schools in person directly to School Test Coordinators. In the event that test materials cannot be distributed to schools on the day that they are received in the system, the materials are securely stored in the system testing room. Overage materials that are intended to be retained by the system and distributed to schools as necessary are stored in the same manner. At the completion of testing when testing materials are back in the possession of the System Test Coordinator, materials are stored in the secure system testing room. In the secure environment, scorable and non-scorable test materials are prepared for shipment to vendors or for destruction as prescribed in the manual for each assessment program.

System Test Coordinator ↔ School Test Coordinator: At the time of delivery of assessment materials to schools, confirmation of receipt is completed with the School Testing Coordinator signing off on each line of the school packing list. School Test Coordinators also sign off on the number of boxes received in the shipment. Special attention is paid to confirming the number of each material received and, when applicable, confirming that test material security numbers on the packing list match those of the actual materials received. In the event that any discrepancy is discovered, it is communicated to the testing vendor and coordinator of the testing program at the Georgia DOE. The delivery of any additional materials to the school that were not included in the original shipment are confirmed with the signature of the School Test Coordinator using a form that includes the date of distribution, a description of the material, the number of materials, and, when applicable, the security numbers of the materials. At the point that testing is complete, test materials are returned to the System Test Coordinator who confirms receipt by signing off on each line of the original packing list and, if applicable, the form accompanying the distribution of additional testing materials that were delivered at any time other than during the original delivery. Any discrepancy is resolved at the point of transfer.

School Test Coordinator ↔ Examiner: To limit the amount of time that secure test materials are in the possession of test examiners, transfer of testing materials to test examiners occurs no sooner before the beginning of testing sessions than is required by the demands of the particular assessment program. In turn, examiners are instructed to return testing materials to the School Test Coordinator immediately after testing is terminated and testing materials have been collected from students. Test Security Logs are maintained to document transfer of testing materials between the School Test Coordinator and Examiner. The test security log lists the date of transfer, a description of the materials being transferred, the number of materials being transferred, and, if applicable, the security numbers of test materials being transferred. When materials are checked out by Examiners, they must, in the presence of the School Test Coordinator, sign, and time stamp the form confirming the distribution. When the materials are returned, the School Test Coordinator must, in the presence of the examiner, sign and time stamp the form confirming the return of the materials. Any discrepancy is resolved at the point of transfer.

Storage and Disposal of Secure Testing Materials

Storage: At all times when secure testing materials are not in use for testing, they are stored in a secured locked area. This applies whether the materials are in the possession of the System Test Coordinator or School Test Coordinator. The locks for these areas are of the “X-core” variety, meaning that the locks are not compatible with school or system level master

keys. Keys to the secure area at the system level are only available to the Assistant Superintendent who also serves as the System Test Coordinator. No one else enters the area unless in the presence of these personnel. Keys to school level secure storage areas are only available to the Principal and School Test Coordinator. Only School Test Coordinators and Principals or those in their presence are allowed to enter secure storage areas. Access to secure storage areas is recorded using a log that includes the name(s) of those who entered, the time entered, the reason, and the time exited.

Disposal of Testing Materials

In regard to some testing programs, the State DOE directs school systems to securely dispose of some testing materials. In these cases, all materials are collected from schools by the System Test Coordinator as previously described. These materials are securely stored until such time that an independent document destruction vendor takes possession of the materials for destruction.

Accommodations

Participation of All Students in Assessment

Both state and federal law require each local LEA to assess all students, including students with disabilities and English learners, using SBOE-designated assessment instruments, as required. An IEP team, under limited circumstances and in accordance with GaDOE and federal guidelines, may consider the SBOE-approved alternate assessment for a small number of students with the most significant cognitive disabilities (approximately 1%) who receive special education services and are unable to participate in the general assessment. In addition, all EL students must participate annually in the state adopted English proficiency assessment. (SBOE Rule 160-3-1-.07; 160-4-7-.02).

Decisions regarding the participation of students with disabilities in the statewide general assessment or the alternate assessment must be made, on a case-by-case basis, by each student's IEP team. The IEP team should a) consider the purpose of the assessment, b) determine what accommodation(s), if any, the student will need and document this in the student's IEP, and c) document the participation decision in the general assessment or the alternate assessment in the IEP based on eligibility requirements.

Most students with disabilities can and should participate in the regular assessment program, with standard accommodations, if needed. Accommodations are changes in the administration of an assessment in terms of how the student takes or responds to the assessment. Broad categories of accommodations include setting, scheduling, presentation, and response. Accommodations do not change the construct intended to be measured by the assessment or the meaning of the resulting scores. Accommodations are designed to provide equity, not advantage, and serve to level the playing field for students with disabilities. When used appropriately, they reduce or even eliminate the effects of a student's disability; they do not reduce learning expectations. Importantly, accommodations provide equitable access during instruction and assessments for students with disabilities. Research consistently indicates there should always be a direct link between classroom instructional accommodations and assessment accommodations. Long-standing Georgia policy mandates that any accommodation provided to a student must be the same for classroom instruction, classroom assessments, and state assessments. Accommodations must be specified in the student's IEP, EL-TPC or IAP/504 Plan. No accommodations should

be considered for the first time during a state assessment. Simply because a student needs an accommodation does not mean he/she will know how to use it. Students need training and practice in using accommodations. Informed decision-making regarding accommodations is critical in ensuring successful and meaningful participation of students with disabilities in the assessment process. IEP, EL-TPC, and IAP/504 teams should carefully consider what each assessment requires the student to do in order to take the test. Different tests serve different purposes and may measure content and skills through slightly different means; therefore, a specific accommodation may be allowed for one test, but not for another. IEP, EL-TPC, and IEP/504 teams should always consider the purpose of the assessment and consult the SAH to determine if an accommodation is allowed for the assessment under consideration. Accommodations must be considered and discussed individually for each state and local assessment mandated for the student's grade level and may not be broadly assigned across all assessments. Only accommodations needed by the student, due to the disability, to access the assessment should be considered. Providing accommodations that are not required by the student to access the test may interfere with student performance and adversely impact student achievement as measured by the assessment.

When the student is unable to participate in the regular assessment program, the Georgia Alternate Assessment (GAA 2.0) must be administered for state-required assessments and the reason why the student cannot participate in the regular assessment must be documented. Guidelines for participation in the GAA 2.0 are included in GSAH; the IEP team must ensure the student meets the eligibility requirements to participate in the GAA 2.0 and the district must monitor the overall level of student participation in the GAA 20, per federal and State Board requirements.

An English Learner (EL) is a student whose native language is not English and who is eligible for services based on the results of the state-approved English language screening instrument and, if warranted, additional assessments as specified in State Board Rule 160-4-5-.02 Language Assistance: Programs for English Learners. All public-school students identified as EL must be coded EL whether or not the language assistance provided is state or federally funded under the ESOL Program. They must also participate in the state-adopted English language proficiency assessment until they exit as provided for in the above-referenced Rule. For assessment purposes, students who have been defined as English Learner shall participate in all assessment programs as specified in State Board Rule 160-3-1-.07. These students shall be coded EL on each assessment. If a student has exited the ESOL program in the past four years, the student shall be coded EL-M on each test. A student who has been exited for more than four years from the ESOL program shall not be coded as EL or EL-M on each assessment.

Communication Flow for Accommodation

The School Test Coordinator verifies accommodations in TPC plan, 504 plan, and GOIEP. The SchTC will request information from teachers or faculty members who are the case managers of students who require accommodations. SchTC will create testing groups and list the appropriate accommodations on a spreadsheet prior to testing. Once the accommodations have been listed students who are to take a regular administration with no accommodations are listed in the group.

Teachers are provided accommodations prescribed by ELPs, IEPs and 504s by case managers or coordinators at the beginning of the school year. IEP and 504 meetings are held to determine any necessary updates and the successfulness of the accommodations

provided. Classroom observations and discussions with teachers are conducted to determine if accommodations are being provided throughout the year before, during, and after state testing in regular classroom assessments.

Verification of Accommodations in Insight and WIDA Portal

The STC will upload the accommodation MSU file that pulls from GOIEP.
SchTCs will enter 504 and TPC accommodations.

After all accommodations have been uploaded or entered into the Insight platform, SchTCs will download the Accommodations report from the platform. The SchTC will work with teachers and case managers to cross reference the report to ensure all applied accommodations in the platform correlate the accommodations afforded the student in their IEP, TPC, or 504 plans.

Process for Verification of Accommodations During Testing

- SchTCs and test examiners will check test tickets, booklets, etc. to ensure the student has the ticket, booklet, etc. with the assigned accommodation listed prior to beginning the assessment.
- Examiners will ensure students with an accommodation receive their accommodation during testing.
- The STC will be available to answer questions related to issues with accommodations.

Communication

Appling County Schools test security plans are communicated to the public and local educators through district and school websites and district and school level meetings. The testing calendars are posted on the district and school websites. The required assessment orientation schedule is provided to school level test coordinators and school administrators via Google Drive.

The System Test Coordinator sends School Test Coordinators calendar invites for upcoming training sessions once she has completed the GaDOE training session. The System Test Coordinator also sends emails to all School Test Coordinators for training sessions. Communications can be found in the Testing Coordinator Google Shared Drive and in the School Test Coordinator email group.

During the school year, the System Test Coordinator meets with School Test Coordinators to provide updates and training related to each assessment. School Test Coordinators, in turn, meet with examiners, proctors, and other staff that play a role in testing to train and provide updates ensuring all are prepared to administer the assessment with validity and fidelity.

During the school year, the school principal or his/her designee provides parents with information on the purpose of the test, how the results will be used, and how the tests are relevant to them personally. Including the fact that students should not feel undue anxiety about taking a standardized test, but students should be aware of the need to perform to the best of their ability. Students should understand that it is useful for teachers to know how well they have acquired academic knowledge and for ACCESS purposes the English language.

At least two weeks prior to the assessment, parents/guardians of students will be notified by a representative assigned by the school principal of the upcoming assessment dates and best practices to ensure a stress-free testing environment.

The principal or his/her designee make announcements 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.

The System Test Coordinator utilizes the GaDOE Student Assessment Handbook, GaDOE training sessions, and assessment specific manuals to ensure School Test Coordinators know the guidelines for announcements, electric devices, and computer use during testing. In turn, School Test Coordinators train examiners to ensure adherence to the prescribe protocol and procedures found in the Student Assessment Handbook and assessment specific manuals.

- The System Test Coordinator is available via email, phone, and cell phone daily for questions related to assessment.
- School Test Coordinators and/or principles are available for any questions or concerns that may arise during testing.
- School Test Coordinators will contact parents as needed during testing (attendance, illness, inclement weather days, etc.).

No Electronic Devices

Communication of "no electronic devices allowed" will be communicated verbally to students in class prior to testing. "No electronic devices allowed" will be posted on the door of each classroom.

Testing Schedule

The System Testing Calendar is posted to the district website, school websites, and in the shared Google Drive. Prior to administration of any state mandated assessment, School Test Coordinators send correspondence to parents/guardians in the form of letters, shout point calls, parent portal, social media posts, etc. These dates should be reviewed when planning any school activities to prevent conflicts.

Remediation and Retest Opportunities

Parents/Guardians of students that are eligible for retest are notified of retest opportunities by School Tests Coordinators via a phone call within 48 hours of electronic results.

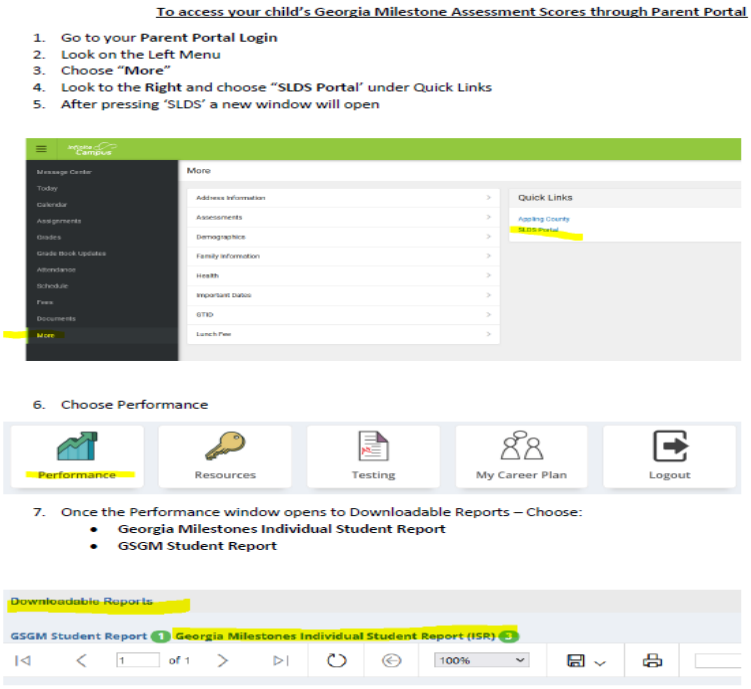
Communicating Student Results

Appling County School System will utilize the State Longitudinal Data System (SLDS) Parent Portal for sharing of student Individual Student Reports (ISRs). If a parent/guardian cannot access the system through Parent Portal, the School Test Coordinator will print a copy for the parent/guardian.

Communication System Results

Once score reports are received, parents will be notified that score reports are available on SLDS through the Parent Portal app. Should a parent wish to review his/her child's score prior to availability on Parent Portal, the SchTC or the child's teacher will print the parent the score resort and explain what each section means. The person printing and sharing the score report will adhere to FERPA guidelines.

Once the GaDOE embargo lifts, Appling County School System will share system results at its regularly scheduled Board of Education Meeting. This communication takes place during a formal data presentation at Board of Education meeting. During the meeting a Baxley News Banner reporter is present, he/she publishes an overview of the results and a link to the full presentation in the newspaper. In addition, the District/School Report Card from the Governor's Office of Student Achievement Report Card and CCRPI reposts are located on the district website under the Federal Program and Assessment Department drop down menus.



Technology

Technology Readiness

System Technology Specialist will update technology based on GaDOE's guidelines. The System Test Coordinator will send correspondence related to technology updates to system tech specialist as received to ensure adequate time to have software updated for each assessment. System Technology Specialist will update software and notify the System Test Coordinator when software update is installed and ready.

Online testing must take place using equipment owned by the local system/school. The security of the network used to administer the test must be confirmed by appropriate system-level technology personnel prior to testing. Online testing administrations must include the completion of all technology and student online readiness checks prior to administration and

as prescribed by GaDOE's Office of Assessment and Accountability.

- Prior to testing the School Test Coordinator will communicate with the media specialist the number of devices needed for testing and the assessments to be administered in order to prepare enough devices for testing.
- The System Technology Coordinator and IT Team will:
    - Coordinate with schools so that test content is available on servers and student responses can properly send to the testing vendor.
    - Verify that district network security including firewalls and content filters are configured to work with the testing vendor to allow for test content and student responses to pass through the district network.
    - Verify that wired and wireless bandwidth is appropriate for testing as defined in the system requirements documentation and training sessions.
    - Log into the testing site on laptops, desktops, iPads, etc. using the testing log-in to update policies.
    - Troubleshoot devices that will not load the testing site. It is the school's responsibility to contact IT for trouble shooting of devices.
- The technology department will monitor the network to make sure that wireless connectivity is available.
- At least, one month prior to the opening of the assessment window for each assessment, School Test Coordinators will ensure that all devices used for testing have the correct software updates. In the event, a device fails to load, School Test Coordinators must reach out to system level technology personnel to rectify the problem.

Student Online Practice Opportunities

All schools are required to provide students with online practice opportunities. Throughout the school term and at least one month prior to the opening of the assessment window, examiners must share the Experience Online Test Administration Demonstration with students and have students participate in the Experience Online Testing Georgia practice tests to ensure students are familiar with test item types, universal tools, and accommodations