



# **THOMAS COUNTY SCHOOLS**

**Dr. Lisa Williams, Superintendent**

200 N. Pinetree Blvd., Thomasville, GA 31792

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## **School Test Security Procedures**

### **Universal Notice**

The Thomas County School System provides universal notice of test security procedures via the district website.

### **Test Security Procedures**

The Thomas County School System takes the ethical responsibility to provide secure and appropriate testing environments for its students very seriously. In any state or federally mandated test, Thomas County expects its employees to act in accordance with specific guidelines mandated by the test and the general guidelines of the Georgia Department of Education.

In the fall of each school year, all faculty members involved with standardized testing receive training that outlines the “must do” and “must not do” activities related to testing based on the current year’s version of the Georgia Department of Education’s (GADOE) student assessment handbook. Test security and potential consequences for procedure violations/cheating are covered in detail as part of the ethics training module that all staff complete in the fall of each school year.

The system test coordinator will stay current on appropriate testing rules and practice by viewing required GADOE webinars and reading all manuals and memoranda associated with the test. All school test coordinators will be appropriately trained by the system test coordinator prior to the assessment window opening. Immediately prior to administration of any standardized test, school test coordinators conduct a detailed training session that outlines school-based procedures, schedules, and activities during the testing window. Records of participation and sign-in sheets of each of these meetings will be maintained at the Board of Education for a minimum of 5 years. Training at every level will include a segment covering testing ethics and ethical behavior in testing environments. Test materials, when on site, will be continuously maintained in a secured and locked room with access limited to only those who are functioning as school test coordinators or assistant test coordinators. Schools will be quiet and organized on the day(s) of testing.

Specific procedures for reporting events that deviate from the testing protocol (such as testing irregularities, cheating, etc.) are in place at each school. As soon as a school employee becomes aware of an occurrence that deviates from testing protocols, he or she is obligated to make an immediate report to the school test coordinator. The school test coordinator informs the system test coordinator. The school test coordinator completes a thorough investigation and files required reports with the system test coordinator. The system test coordinator reports the incident to proper authorities in the assessment division of GADOE and implements corrective actions as instructed. The system test coordinator is responsible for informing the Superintendent of incidents of testing irregularities.

Irregularities involving possibly illegal or unethical actions on the part of an employee may result in adverse employment actions, which include filing notice with the Professional Standards Commission, issuance of

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reprimands, suspensions, or termination. Such actions are instituted on an individual case basis according to the results of investigations, and directives from the Superintendent of schools and/or from GADOE.

When test results are returned, they will be disseminated to students and parents in a reasonable timeframe. Assessment results will be communicated to the public via press releases, sections of the school and district websites, and other means as appropriate. Assessment practices and security measures will be communicated to the public via school communications in the month prior to the testing window.

## **Consequences for Violations Related to Assessment Security**

Any employee who suspects a breach in assessment security must immediately report the breach to their immediate supervisor. Failure to report suspected breaches in assessment security can have negative implications upon an employee. In addition, any investigation that results in a determination of guilt related to violations of assessment security can result in loss of employment and a report filed with the Georgia Professional Standards Commission, which may result in loss of a teacher's certificate.

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