



LIBERTY ELEMENTARY ASSESSMENT SECURITY PLAN

The Liberty Elementary Assessment Security Plan outlines state testing requirements and procedural safeguards for employees and students in regard to assessments. Student achievement is of the utmost importance for the students of Liberty Elementary. Educators are responsible for abiding by the Georgia Educator [Code of Ethics](#) outlined on the [Georgia Professional Standards Commission](#) website, Stephens County Board of Education policies, and any procedures established to ensure compliance with the Georgia Department of Education Student Assessment Handbook. The [Georgia Department of Education Testing and Assessment](#) webpage provides the school system with detailed information and documents referenced in this security plan.

Liberty Elementary is a school of only first and second grade students. This assessment security plan addresses plans for ACCESS testing only.

Mandatory State Assessments

The following assessment is required under Federal and/or State Law.

- ACCESS for ELLs in and Alternate ACCESS for ELLs

Principal

The Principal designates a School Testing Coordinator (SchTC) to ensure testing requirements are followed in the school. Principals ensure that only certified individuals handle testing materials and administer exams. Principal Certification forms are submitted after each test administration to the STC. Other specific roles are listed in the Student Assessment Handbook.

School Testing Coordinators

The School Testing Coordinator (SchTC) provides training or testing orientations to test examiners and proctors prior to each required test administration. The SchTC maintains a building-specific School Assessment Plan. The SchTC maintains records of building specific trainings (ex. Sign in sheets, agendas, handouts, presentations, and/or procedures). The SchTC also ensures that only certified personnel who have received the appropriate training administer or proctor tests and that the testing environments are ready for administration. The School Testing Coordinator also verifies students eligible for participation in testing. The SchTC should be in regular communication with the STC and Principal. It is also the role of the SchTC to inform the Principal and STC of any emergencies, potential irregularities/invalidations, or circumstances that may require an investigation. Other specific roles are listed in the Student Assessment Handbook.



Test Examiners

Test Examiners are required to be GAPSC certified and adhere to the Georgia Code of Ethics for Educators. As required by SBOE Rule 160-3-1-.07, certified educators must administer exams (**teachers, interpreters, counselors, administrators, and paraprofessionals**). At no time, should any secure test materials be left unattended. At least annually or as required by specific tests, Test Examiners are required to have test orientation or training for administration, ethical behavior, and test security. Other specific roles are listed in the Student Assessment Handbook.

Training and Testing Procedures

The procedures listed below are meant to be a summary of general procedures that ensure security, validity, and reliability.

- Calendar- Dates are aligned with the approved school calendar. Principals and SchTCs should note dates and ensure that field trips and other events are not scheduled on test administration days.
- District-Level Testing Training Procedures -SchTCs are required to attend training on test procedures and assessment overview. Sign-in sheets, agendas, presentations, and/or handouts will be kept as documentation of training/testing orientation.
- School-Level Testing Training Procedures -Participants include the Testing Examiner. The SchTC should save all sign-in sheets, agendas, presentations, and/or handouts in the system shared Google Drive as documentation of training.
 - *Training participants, including School Test Coordinators, must review and sign the Test Security Information for School Test Coordinators, Examiners, and Proctors which is located on pages 40-43 of the Student Assessment Handbook.*
 - *Any new forms provided in the Student Assessment Handbook should be utilized if required or when practical if it is an optional form.*
- Student Preparation Training- SchTCs will coordinate with Special Education, 504, and ESOL Coordinators to ensure the proper accommodations are listed for students who are participating in the specific assessment. This should also include preparing a storage area for test materials that is secured by lock. This should also include procedures listed in the School-Level Training for test security. Electronic device and calculator policies should be made clear to Test Examiners and Proctors, especially when there is a change in the Student Assessment Handbook.



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- Student accommodations should be provided as required in student IEPs, 504 Plans, and ESOL Plans according to each test's examination manual (test examiner manual).
 - Students should be provide adequate practice
- Check-out of Test Materials should include sign-out sheets and inventory list of materials to ensure a secure chain of custody so that materials are not left unattended.
- Test Administration will include adhering to all procedures outlined in this plan and in the Student Assessment Handbook as required for each assessment. The SchTC should review plans and procedures in advance to ensure accuracy in administration so that results are reliable and valid. Text Examiners should actively monitor and circulate in the testing room.
- Other Procedures will include the SchTC and a certified designee to collect all testing materials. Coding of student accommodations should be completed with both the SchTC and the certified designee. All materials should be counted and verified after the examination.
- Check-in of Test materials should be prepared for return according to the shipping instructions. Once prepared, all materials should be returned to the STC at the district office.
- Reporting Potential Irregularities/Invalidations should be done immediately. Test Examiners should notify the SchTC immediately. The SchTC should notify the Principal and STC immediately. A Testing Irregularity Form (TIF) should be completed at the school level and submitted to the STC.
- A Secure Chain of Custody for testing materials should be maintained throughout the daily Check-out and Check-In process with materials only being handled by certified employees and being stored in the secured and locked testing room at each school. If there is a break in the secure chain of custody, then attempt to secure the materials as soon as possible and report the issue to the STC and then to the system's assessment contact to determine if the breach is an irregularity or an invalidation.
- Lost Materials should be reported to the STC immediately so that the Office of Accountability and Assessment may be contacted immediately in order to determine next steps.
- Emergency and Unplanned Situations do occur and must be communicated to the GADOE Assessment Specialist regarding the scope of the event and the impact upon students. At that time, a plan will be developed to determine risks, provided services, and complete testing in a timely manner when possible. Students should not take testing materials outside of their designated testing room. Student safety is always the first priority. Examples of these situations include widespread Internet or power outage, unplanned drills, sudden severe weather, security lockdowns, ill students, and disruptive students. Testing materials should be secured. Each situation should be assessed on an individual basis. When an unplanned situation occurs, the STC should contact the GADOE Assessment



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Specialist if there is a need (ex. changing the scheduled testing dates) and communicate when to resume testing to the SchTCs. SchTCs should develop a general plan for removing disruptive students, ill students, and the clean-up process.

- Reporting Potential Testing Irregularities/Invalidations

- Communicate with the STC about possible testing irregularities and provide the appropriate Testing Irregularity Form to the STC within 24 hours.
- The STC will provide guidance for investigations/determination.
- A written narrative must be signed and provided by all parties involved to the SchTC.
 - The SchTC will collect the signed statements (no school emails)
 - Utilize the MyGADOE Portal messaging option or the STC will pick up the form
 - The SchTC will deliver these to the STC
- When in doubt, report. The Student Assessment Handbook specifically lists numerous examples of testing irregularities in test administration, test security, coding, reporting, and student behavior.

- Reporting an Alleged Ethical Violation

- These should be reported to the SchTC and Principal as soon as possible.
- The SchTC should notify the STC as well.
- If the alleged violation involves the SchTC, it should be reported to the Principal and the Principal should report it to the Superintendent.
- If the alleged violation involves the Principal, it should be reported to the STC and the Superintendent.
- The STC will communicate all situations to the Superintendent.

Communication of Test Results

The SchTC, and/or Principal may communicate results to relevant staff for instructional planning purposes prior to the lifting of the public embargo by the Governor. Individual student results may be released to parents prior to the embargo. Summary results must not be discussed in public meetings or released to the public by the local district prior to the embargo release date.

The Georgia Department of Education releases test results in the DRC platform and in the GADOE Portal. These are typically embargoed until a specific release date is announced at which time the results appear in the SIS (Infinite Campus/SLDS) where parents and students can look these up. Parents and students may look at their individual score reports as well. The district will send out a message to parents with directions on how to view student score reports. Schools may send out this information as well.



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Records Retention

[The Georgia Archives Retention Schedules](#) state that standardized test records must be retained for 4 years. Standardized test summary reports must be retained for 10 years. Copies of student score reports may be destroyed as long as there are copies in the student's permanent record. Online test tickets should be maintained securely until scores have been received for students. Currently, standardized records are maintained with the DRC Platform and the Georgia Department of Education Portal (Assessment Section) with appropriate permissions assigned by the system security officer.