*****FOR EXAMINERS (and Proctors)

Jefferson County Board Of Education

Dr. Sam Dasher, Superintendent

Dr. Michael L. Lewis, Director of Testing

State Testing Preparation and Protocol for

Georgia Milestones

(End of Grade and End of Course and all other state mandated assessments to include GAA 2.0 and ACCESS for ESOL)

2026-2027 School Year

This document details:

I. General Overview of the state testing protocol in Jefferson County

II. **Test Security** Information questionnaire

III. Test security (Must and Must Not Do) responsibilities of test coordinators, teachers, examiners, and proctors – required signature statements for all who supervise in any capacity (as a part of their training before testing).

IV. Roles and responsibilities of:

- A. Superintendent
- B. System Test Coordinator
- C. System Especial Education Coordinator
- D. Principal
- E. School Test Coordinator
- F. Examiner -**Must watch and complete test examiner course in PowrSchool - LDS**
- G. Proctor

V. Inappropriate use of test materials and how to document and report irregularities

VI. Required Forms that must be submitted:

- A. Superintendent's Certification Form
  1. Summer/Fall
  2. Winter/Spring
- B. Principal's Certification Form
- C. Testing Irregularities Report Form
- D. Testing Irregularity Form Statement
- E. Validation Form for transcription of answer documents

F. Examiner's Certification of Adherence to Testing Procedure
G. Participation Documentation for Eligible EL Students

I. TEST SECURITY INFORMATION (Questionnaire) FOR SCHOOL TEST COORDINATORS/TEACHERS/EXAMINERS

Test coordinators are made aware of their responsibilities and have make everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing are aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, are made aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators often, if need be, make decisions on what actions should result. Attempting to analyze each situation by asking the following questions help to decide the proper action to take:

- Could this possibly give one student an improper or unfair advantage over others?
- Could this possibly give one teacher's class an improper or unfair advantage over others?
- Could this possibly give a student or teacher advance knowledge of the test?
- Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum/standards for the subject area to be tested?
- Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the GaDOE *Student Assessment Handbook*, or the instructions in the Examiner's Manual?

If the answer to any of the above was yes, then the action would be improper and should not be taken.

II. Test Security - Must Do List for School Test Coordinators: other protocol for all who will participate in the testing process will read, sign, and date this form. Depending on the role of the employee, that person will also receive that roles and responsibility sheet and sign off on it as well.

Must Do List

- Contact the local school test coordinator and the school coordinator will contact the System Test Coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.
- School coordinators will keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.
- STC will make sure that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security. Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. Untrained examiners will not be allowed to test.
- STC will perform all necessary readiness checks in advance of online testing.
- All examiners and proctors will adhere to calculator and cell phone policies and guidelines.
- STC will make sure that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the System Test Coordinator immediately.
- SCT will distribute testing materials as close to the actual testing time as possible.
- STC will make sure that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
- SCT will make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying.
- STC will make sure all persons returning materials sign a check-in sheet that shows date and time.
- STC will make certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security. Only staff members who have been trained on the proper management of secure test materials/online test administrations should handle such materials.
- Examiners will follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.
- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12 if this is done in advance. This should be done in a central and well supervised location.
- Teachers and STC should take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.
- All examiners and test coordinators will adhere to the expectations set forth in the Student Assessment Handbook, and by the local system, relative to student possession of electronic

devices in the test setting.

- Teachers must collect and turn in to the School Test Coordinator any scratch paper used during a standardized test and the School Test Coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
- Teachers should notify the School Test Coordinator of any problems that occur during testing. School Test Coordinators should immediately notify the principal in writing of any problems and then notify the System Test Coordinator. If necessary, the GADOE will notified
- STC will make certain that everyone involved in testing in any manner is aware of the items in this list and the list below and also ensure that everyone involved in testing is aware of professional practices and the consequences of violations.

Must Not Do:

- Allow anyone to see test forms for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no electronic copies/photos, no notes may be made about/of test content, including secure GAA portfolio entries.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Enter/disrupt test settings during test administration unless necessitated by an emergency or other important need that is time-sensitive.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items, practice materials, or GaDOE publications such as Test Content Descriptions and Student Study Guides.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. This violates standardized test conditions and may invalidate scores. Directions may be clarified.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test content descriptions/objectives, test profiles, test results, or test preparation.
- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.
- Alter or interfere with a student's responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

I received a copy of this three page document (*Test Security Information for School Test Coordinators/Teachers/Examiners/Proctors*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name:_____ Date: _____

Examiner

1. Participates in training.
2. Reviews and follows all procedures in handling all administration materials.
3. Counts materials prior to testing and after testing to verify accuracy.
4. Ensures the security of test booklets while they are in the testing site before, during, and after testing.
5. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
6. Follows procedures for testing as given in the *Examiner's Manual*, including reading all directions to students.
7. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
8. Maintains control of testing situation and keeps students on task. **Examiners must actively circulate and monitor students throughout the testing session(s).**
9. Applies and enforces prescribed calculator, cell phone, and electronic device guidelines.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
11. Allows no student to leave the test room unless there is an emergency/health/restroom need.
12. Counts and verifies all testing materials each day prior to dismissing students.
13. With direct administrator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
14. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
15. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
16. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards/Whiteboards should be free of any writing except for test procedure information.

As required by State Board Rule 160-3-1-.07, **certified** educators (teachers, counselors, administrators, and paraprofessionals who hold a *certificate*) must administer all state-mandated assessments. Educators without Georgia certification from the Professional Standards Commission (PSC) 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. Important: The Professional Standards Commission does not consider staff members who hold only a *license* as certified personnel. The term **Examiner** refers to the person administering the assessment.

*******There is an additional form AFTER testing that Examiners must sign off on as well.**

I received a copy of this detail of the rules and responsibilities (*Test Security Information for School Test Coordinators/Teachers/Examiners/Proctors*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Proctor

1. Participates in training.
2. Assumes responsibility for assigned students.
3. Monitors a specific area if a large testing site is used.
4. With Examiner supervision, assists in preparing test materials for distribution to students in a classroom on days of testing.
5. Ensures that desks are clear of everything except test materials.
6. Assists the examiner in applying and enforcing prescribed calculator, cell phone, and electronic device guidelines.
7. With examiner supervision, assists in distributing and collecting classroom test materials.
8. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
9. Remains in testing site during entire testing time.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
11. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
12. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
13. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
14. Monitors students with disabilities, 504 students, or EL students who may require closer observation than other students or who need special assistance.
15. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
16. Assists the Examiner in maintaining strict test security

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Name:_____ Date: _____

Examiner's Certification of Adherence to Prescribed Test Administration Procedures
Check appropriate response and explain any problems relating to security or administration procedures, which may have occurred. Use an additional sheet as necessary.

YES NO

( ) ( ) 1. The *Examiner's Manual* was thoroughly reviewed before the first testing session.

( ) ( ) 2. All secure testing materials were carefully counted when received. Any discrepancies were reported to the School Test Coordinator and were successfully resolved.

( ) ( ) 3. All testing materials were kept in a secure location while in the examiner's possession and no one was allowed to record, copy or make a conscious mental note of any testing item, answer documents and/or student responses. This includes all online testing authorization tickets, codes, etc.

( ) ( ) 4. All procedures for testing as given in the Examiner's Manual, including readings of all directions to students word for word, were followed.

( ) ( ) 5. No student left the room during a testing session. If an emergency or urgent personal need (i.e. restroom) did necessitate a student's exit, an explanation can be found on the back of this sheet.

( ) ( ) 6. Proper classroom control was maintained and students were on task during the testing period. This includes ensuring that student electronic devices were not present/used in the test setting and/or were collected per local school/system procedures.

( ) ( ) 7. While students were assisted with procedural aspects of the test, no assistance was offered which could have altered/influenced a student's response to any test item.

( ) ( ) 8. Along with direct administrator supervision, at the conclusion of testing, inspects answer documents for only the purposes stated in the 2017-18 Student Assessment Handbook.

( ) ( ) 9. The use of reference materials was not allowed unless specified in the *Examiner's Manual*.

( ) ( ) 10. A roster of students was maintained and turned in to the School Test Coordinator along with an answer document for each student taking all or part of the test.

( ) ( ) 11. All testing materials issued were carefully counted and returned to the School Test Coordinator.

Examiner's Signature_____ Date _____