

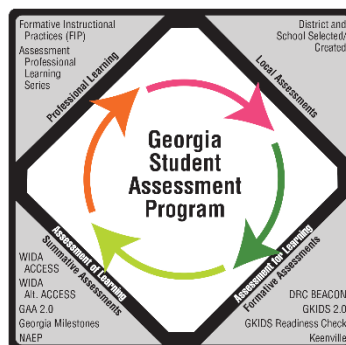
Georgia Department of Education

District or School Assessment Plan

District/State Charter School Name	Appling County School System (updated 08/12/26)
School Name	System Plan
System or School Test Coordinator	Jaclyn Hernandez
School Year	FY27

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

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. Different stakeholders need different data – the right data – to meet their needs. For example, classroom teachers need detailed, real-time formative data to inform their work with students. In contrast, leaders and policymakers need aggregated, high-level summative data to inform decisions about policy and instructional programs. 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.



System Test Coordinators (STCs) should create a district-wide plan to ensure the secure administration of assessments and inform all stakeholders to support student learning. Schools should develop a plan that includes state and district policies and local requirements.

Standard 1: Scheduling Assessments

The district develops and communicates an assessment schedule that allows all students to test and aligns with the district calendar. The district ensures the correct students are identified and administered the correct assessments. The exception to this standard is the National Assessment of Educational Progress (NAEP). The assessment window and the selection of students for testing are under the purview of the National Center of Education Statistics (NCES).

Steps to Ensure Correct Students are Scheduled:

- **Centralized Data Verification:** Collaborate with district-level data management teams to ensure accurate student data across all schools using the Georgia Student Information System (SIS).
- **Training School Coordinators:** Conduct training sessions for school test coordinators on utilizing the SIS platform and DRC platform to manage student data and ensure accurate rosters.
- **Special Populations Identification:** Provide school coordinators with guidelines and tools to identify students in special education, English Learners (EL), and other special programs using the SIS platform and DRC platform's reporting features.
- **Pre-Assessment Review:** Schedule district-wide meetings with school coordinators to review and confirm the list of students scheduled for Georgia Assessments, ensuring all eligible students are included.

Steps to Develop a Non-Conflicting Calendar:

- **District Calendar Integration:** Analyze the district's master calendar to identify potential conflicts with district-wide events, including state holidays and major school events.
- **Stakeholder Collaboration:** Facilitate meetings with school administrators and key stakeholders to gather input and coordinate dates, ensuring no overlap with important district events.
- **Buffer Periods:** Ensure buffer periods are included around major events to allow flexibility and accommodate unforeseen changes.
- **Feedback Iteration:** Collect and incorporate feedback from school coordinators to finalize the assessment calendar, ensuring it aligns with both district and state requirements.

Steps to Ensure Timely Completion:

- **Project Management Tools:** Utilize Google Drive/Calendar for project management to track assessment schedules, deadlines, and milestones, integrating this with the DRC platform.
- **Monitoring System:** Implement a robust monitoring system using the DRC platform to track progress and address issues promptly. This includes monitoring the completion status of assessments across all schools.
- **Contingency Plans:** Develop district-wide contingency plans for unexpected disruptions (e.g., inclement weather, technical issues with the DRC platform).

- **Clear Roles and Responsibilities:** Define and communicate clear roles and responsibilities for school coordinators and their teams, ensuring everyone understands their tasks and deadlines.

Steps to Accommodate Extended Time and Small Groups:

- **Centralized Needs Assessment:** Provide school coordinators with tools and training on the DRC platform to identify students requiring extended time or small group settings.
- **Resource Allocation:** Coordinate with schools to ensure adequate staffing, space, and resources are available, including those needed to support students with special needs.
- **Staggered Scheduling Guidance:** Offer guidelines on scheduling extended time and small group sessions to avoid conflicts and ensure all students receive necessary accommodations.
- **Practice Assessments:** Conduct practice assessments in the DRC platform at least one month prior to test administration to identify and address potential issues, ensuring smooth administration during actual testing.

Steps for Effective Communication:

- **Multichannel Communication:** Establish district-wide communication channels (emails, newsletters, district website, social media) to disseminate information about testing and training dates.
- **Advance Notice:** Ensure school coordinators provide ample advance notice to staff, parents, and students about testing and training dates, utilizing automated reminders from the DRC platform.
- **Regular Updates:** Send regular reminders and updates through school coordinators as testing dates approach.
- **Clear Information Dissemination:** Ensure all communication from school coordinators is clear, concise, and includes essential details such as dates, times, locations, and preparatory instructions.
- **Feedback Mechanism:** Implement a district-wide feedback mechanism, such as surveys or suggestion boxes, to address questions or concerns from stakeholders, ensuring responses are documented and tracked within the Google Drive.

Standard 2: Assessing Special Populations

The district ensures all students have access to the assessments through the use of accommodations. Attention needs to be paid to the accommodations that are allowed on NAEP. Students are also allowed to participate in NAEP testing outside of the accommodations listed on their IEP.

Steps to Prepare the List:

- **Data Collection from SIS:** Extract data from the Georgia Student Information System (SIS) to identify students with Individualized Education Plans (IEP),

Individual Accommodation Plans (IAP), or English Learner/Test Participation Committee (EL/TPC) plans.

- **Collaboration with Special Education and EL Coordinators:** Work closely with special education coordinators and EL coordinators at each school to ensure the list is comprehensive and accurate.
- **Verification Process:** Conduct regular cross-referencing sessions using the DRC accommodations download with school coordinators and examiners to verify the accuracy of the list, ensuring all students requiring accommodations are included.
- **Training on DRC Platform:** Train school coordinators on how to input and manage accommodation data within the DRC platform to streamline the assessment process.

Steps to Develop the Monitoring and Reporting System:

- **Initial Planning Meetings:** Organize planning meetings with school test coordinators, special education coordinators, and EL coordinators to discuss the requirements and objectives of the monitoring system.
- **Training on Reporting Tools:** Provide training sessions for school coordinators on using the DRC platform's reporting features to track and document accommodation usage during test sessions (Examiners and test coordinators must check test tickets for accuracy daily. If the test ticket does not have the correct accommodation, do not allow the test examiner to leave with the ticket. The ticket must be correct prior to beginning test administration.)
- **Regular Check-Ins:** Establish a schedule for regular check-ins with school coordinators to review accommodation reports, address any discrepancies, and ensure compliance.
- **Feedback Loop:** Create a feedback loop where school coordinators can report challenges or issues with accommodation implementation, allowing for continuous improvement of the monitoring system.
- **Communication Protocols:** Develop clear communication protocols to ensure that all staff involved in test administration are aware of their roles in monitoring and reporting accommodations. Use regular updates and reminders through Google Drive and shared Google Calendar to keep everyone informed.

Standard 3: Technology Preparedness

The district implements a plan for an online testing program for device readiness, network security and backup planning. The district should ensure that they review the NAEP technology requirements.

Steps to Ensure Device Readiness:

- **Inventory Management:** Maintain an updated inventory of all testing devices required for assessments, stored and managed using the YOSS Platform.
- **Software Installation Protocol:** Develop a standardized protocol for installing DRC testing software on devices, ensuring consistency across all schools.

- **Testing and Validation:** Conduct testing and validation sessions prior to assessments to ensure that software installations are successful and devices operate smoothly.
- **Contingency Planning:** Prepare backup devices and additional software installations to mitigate any potential failures or last-minute issues.

Steps to Verify Network Functionality:

- **Network Capacity Assessment:** Assess the district's wireless and wired network capacity to determine if it can accommodate the number of test takers simultaneously.
- **Network Testing:** Conduct DRC practice tests to simulate the load expected during assessments, identifying and resolving any bandwidth or connectivity issues.
- **Collaboration with IT Department:** Collaborate closely with the district's IT department to ensure network configurations are optimized for testing.
- **Backup Plans:** Develop contingency plans for network failures or disruptions, ensuring alternative solutions are in place to minimize impact on testing sessions.

Steps to Ensure Software Compatibility:

- **Firewall Assessment:** Work with the IT department to review and adjust district firewalls and security settings to ensure compatibility with testing software requirements.
- **Compatibility Testing:** Conduct thorough testing of the testing software within the district's network environment to identify and address any compatibility issues in advance.
- **Security Protocols:** Implement security protocols and configurations to protect testing data and maintain compliance with district security policies.
- **Regular Updates:** Maintain regular updates and communications with IT staff and testing coordinators to address any security concerns and ensure ongoing compatibility.

Standard 4: Training and Support

The district provides adequate, timely training related to test administration, test security, and testing accommodations. The district should ensure that the school coordinators of the NAEP-sampled schools participate in the training opportunities offered by the Assessment Administration division.

Training Steps:

- **Vector Test Security and Ethics Training Course:** Require all personnel (system test coordinators, school test coordinators, examiners, proctors, monitors, etc.) to complete the mandatory course. Completion of the course will be documented through Vector.
- **GaDOE GaLearns Modules:** Require all personnel (system test coordinators, school test coordinators, examiners, proctors, monitors, etc.) to complete

relevant GaDOE GaLearns modules for the assessments they administer. Print completion reports and upload to Google Drive to track completion and maintain records.

- **DRC Platform Training:** Conduct comprehensive training sessions for all school test coordinators on how to use the DRC platform for assessment administration, including navigation, setup, and troubleshooting. School Assessment Coordinators will train school examiners on how to use the DRC platform.
- **Role-Specific Training:** Provide role-specific training sessions tailored to the responsibilities of examiners, proctors, and monitors, emphasizing protocols, security measures, and accommodation procedures.

Training Materials:

- **GaDOE Resources:** Utilize GaDOE-provided training materials, manuals, and handbooks located in Georgia Connects and on the [GaDOE Assessment website](#), specific to each assessment (e.g., GKIDS, GMAS EOG & EOC, ACCESS 2.0/Alternate ACCESS 2.0).
- **DRC Platform Guides:** Review with examiners guides detailing how to use the DRC platform effectively during assessments, covering navigation, accessing student profiles, monitoring student status, and accessing results.
- **Practice Scenarios:** Utilize practice assessment using the DRC platform for hands-on training, allowing examiners to familiarize themselves with real-world testing situations.

Validation Process:

- **Pre-Training Assessment:** Administer practice assessments in DRC to gauge initial understanding and identify areas for focused training.
- **Feedback Mechanism:** Establish a feedback loop for continuous improvement, allowing test coordinators to provide feedback on examiner performance and address any training gaps.

Certification Process:

- **GaPSC Requirements:** Ensure all test examiners are aware of GaPSC certification requirements through Google Drive communication channels, providing clear guidance on necessary certifications for their respective assessments.
- **Documentation Management:** Collaborate with the Human Resources department, who maintains records on Google Drive of examiners' GaPSC certifications and ensures all certifications are up to date before assessment administration.
- **Regular Updates:** Collaborate with the Human Resources department, who sends regular updates and reminders via Google Drive to examiners regarding certification deadlines and requirements, ensuring compliance with GaPSC guidelines.

Online Practice Steps:

- **DRC Platform Resources:** Utilize features within the DRC platform to create and distribute online practice assessments for students, accessible via Google Drive.
- **Practice Session Monitoring:** Monitor student participation and performance through DRC platform analytics available on Google Drive, providing insights into readiness and identifying areas for additional support.
- **Feedback and Support:** Establish a [feedback form](#) on Google Drive for School Test Coordinators to provide input on practice assessments, enabling adjustments and improvements based on their experiences.

Standard 5: Implement a Secure Test Administration

The district provides a safe, orderly, and appropriate testing environment during test administration. The NAEP assessment team manages the security of their testing environment.

Ensuring Test Materials are Secure Throughout the Testing Window

- **Distribution and Collection Protocol:** Establish a strict schedule for distributing and collecting test materials, including test tickets, booklets, and other secure materials, as close to the start and end of testing as feasible.
- **Examiner Verification:** Require examiners to check test tickets and sign off to ensure they are securely managed throughout the testing period.
- **Secure Storage:** Maintain all materials in locked, secure areas with restricted access throughout the entire testing window.
- **Chain of Custody:** Implement a documented chain of custody process to track and verify the movement of all test materials from distribution through administration to returning.

Securing Student Electronic Devices during Testing

- **Student Device Policy:** Strictly prohibit personal electronic devices such as cell phones and tablets in the testing setting for both teachers and students.
- **School-Owned Computers:** Ensure only school-owned computers are used for testing, with limited access that allows students to access only the DRC testing portal and disables all other applications.
- **Policy Enforcement:** Enforce policies prohibiting unauthorized devices during testing, monitored by examiners and assigned proctors.
- **Monitoring:** Supervise testing areas to prevent unauthorized access and ensure compliance with security protocols throughout the testing period.
- **Contingency Plans:** Develop and implement protocols for addressing technical issues promptly to minimize disruptions during the entire testing window.

Communication Flow between Special Education Staff and Assessment Coordinators

- **Initial Meetings:** Schedule meetings between special education staff and assessment coordinators to document and update needed supports and accommodations for students with IEPs or Section 504 plans, ensuring ongoing communication throughout the testing window.
- **Documentation:** Maintain records of individual accommodations required during testing, updating as necessary throughout the testing period.
- **Regular Updates:** Review and adjust accommodations based on student progress and assessment needs, ensuring continuous support and compliance throughout the testing window.
- **Training:** Provide ongoing training to ensure consistent implementation of accommodations and compliance with legal requirements throughout the testing window.

Communication for Verifying Accommodations Prior to Assessment Administration

- **Utilize DRC Platform:** Access the DRC platform to generate a comprehensive report detailing all registered student accommodations for upcoming assessments.
- **Cross-Reference with SIS System:** Compare the accommodations listed in the DRC report with the student information system (SIS) to ensure accuracy and completeness.
- **Collaborate with Teachers:** Engage teachers to verify that all accommodations documented in the DRC report align with the accommodations they have provided and documented for each student.
- **Documentation Review:** Conduct a thorough review to ensure that every student's specific accommodations, as outlined in their individualized education plans (IEPs), Individual Accommodation Plans (IAP), English Learner/Test Participation Committee (EL/TPC) plans, or Section 504 plans, are correctly reflected in the DRC platform.
- **Pre-Assessment Meetings:** Arrange meetings with teachers and relevant staff to address any discrepancies and to finalize accommodations prior to assessment administration.
- **Training and Awareness:** Provide ongoing training to teachers and staff involved in assessment administration to ensure they understand the importance of accurate accommodation documentation and verification.

Communication Flow between Assessment Coordinators and Technology Coordinators

- **Pre-Testing Meetings:** Hold meetings between assessment coordinators and technology coordinators to assess technical readiness and confirm requirements for assessment software and network stability, maintaining ongoing communication throughout the testing window.
- **Checklists:** Utilize DRC checklists to ensure all technical prerequisites are met before testing begins, with continuous updates and monitoring throughout the testing period.
- **Troubleshooting Procedures:** Establish clear protocols for addressing technical issues promptly, ensuring smooth operations throughout the testing window.
- **Collaboration:** Foster ongoing communication and collaboration to address emerging technical needs and ensure smooth assessment administration throughout the testing window.

District's Plan for Technology and Device Readiness

- **Infrastructure Assessment:** Conducting regular assessments of local secure servers to ensure they meet the technical requirements for accessing the DRC platform.
- **Server Security:** Implementing robust security measures to safeguard local servers, ensuring compliance with data privacy regulations and assessment security protocols.
- **Network Connectivity:** Ensuring reliable network connectivity to support seamless access to the DRC platform for assessment purposes.
- **Device Configuration:** Configuring and maintaining devices to optimize performance and compatibility with the DRC platform, including regular updates and security patches.
- **Training and Support:** Providing ongoing training and technical support to staff to effectively use local secure servers for accessing the DRC platform during assessments.

Monitoring Assessments

- **Real-time Dashboard Monitoring:** Utilizing the DRC platform's real-time student dashboard to monitor student progress, completion rates, and any technical issues during assessments.
- **Live Observations:** Conducting live observations of assessment sessions to ensure adherence to testing protocols, including seating arrangements, device usage, and student behavior.
- **Data Analysis:** Analyzing assessment data from the DRC platform to identify trends, anomalies, and areas needing improvement in assessment administration.
- **Feedback Mechanisms:** Implementing feedback mechanisms to gather input from monitoring personnel, teachers, and students to enhance assessment practices.

- **Continuous Improvement:** Engaging in ongoing reviews and debriefings post-assessment to refine monitoring strategies and ensure assessment security and fairness.

Standard 6: Sharing Assessment Results

The district supports teaching and learning through disseminating and communicating the use of reports and data to inform instruction.

Plan for Viewing and Distributing Reports

Access and Distribution:

- Reports will be accessible to School Test Coordinators, teachers, and administrators through the secure online DRC platform, ensuring authorized staff can view results promptly.
- Distribution methods of notification that reports are available include email notifications, secure file sharing, and access through designated portals or dashboards.

Training and Support:

- Provide resources and guidelines for using assessment data effectively to inform instructional planning and student support strategies.

User Rights Management:

- Grant appropriate user rights to staff who require access to specific assessment reports online.
- Ensure permissions align with roles and responsibilities to maintain data security and confidentiality.