

Assessment Security

System Testing Director: Pamela Quimbley

Calhoun County Schools conducts the assessment program as required by federal and state law. It is in compliance with the Elementary and Secondary Act (ESEA) and Georgia law relative to student assessment and data reporting. Calhoun County Schools interacts with state and federal agencies relative to the assessment program and accountability mandates. The Director of Assessment handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. Calhoun County Schools delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.

1. Each school has an assigned School Test Coordinator.

The School Counselor or Assistant Principal of Calhoun County Elementary School has supervisory authority over the test examiners and is responsible for the security of the testing materials while in the elementary school.

The School Counselor of Calhoun County Middle School has supervisory authority over the test examiners and is responsible for the security of the testing materials while in the middle school.

The School Counselor of Calhoun County High School has supervisory authority over the test examiners and is responsible for the security of the testing materials while in the high school.

2. Each School Test Coordinator and/or their assistants receive training from the System Test Coordinator.

School Test Coordinators receive initial training on the State Assessment Handbook policies and procedures each year as the new Handbook is made available from the DOE. A copy is made and given to each School Test Coordinator for their office. Training includes our local BOE policies and procedures.

Extra time and special consideration is given to testing security and the testing of special populations as those items may change from year-to-year.

Each School Test Coordinator is trained additionally and specifically prior to the administration of any norm-referenced and/or state mandated test. Specific procedures and policies are reviewed with the System Test Coordinator.

Confidentiality and the required security procedures from the GaDOE and BOE are reviewed and this information is signed by the School Test Coordinator to certify that this information was reviewed thoroughly prior to the receipt of the assessment materials.

3. Each school has established a program and schedule to ensure that all Test Examiners, Proctors, and Monitors are properly trained for each test administration.

- School Test Coordinators prepare agendas and training material to ensure training adheres to state and local regulations.

Each Test Examiner and Proctor signs appropriate forms indicating review of security and confidentiality procedures before, during, and after testing.

All Test Examiners are trained during a faculty meeting or a special meeting for training for each test administration ensuring specific training that may be required for different assessments.

Extra certified teachers are trained in the event of an absence or emergency.

All training participants sign indicating their training for each specific test.
Principals are present at each training session.

4. A testing roster is developed for each Test Examiner.
Roster is reviewed to ensure that no relative is inadvertently placed in the testing room of a guardian or relative.
5. A master list of all students and their accommodations is verified by Exceptional Students Program Director and/or the ESP lead teachers prior to testing and scheduling.
6. All Test Examiners of students with special accommodations are trained.
Test examiners review students' accommodations. The Accommodation Matrix is included in testing tub which is distributed to Test Examiner on the day(s) of the test(s).
7. All test materials are in a secure room or cabinet which only a Master key can unlock. Only the School Test Coordinator and System Test Coordinator have access to the keys to the lock.
Rooms and/or cabinets are kept locked at all times while testing materials are in the room.
8. All test materials are signed for by the School Test Coordinator when delivered to the school.

After Receiving Test Materials in the School

9. School Test Coordinator ensures integrity of the security of the testing storage area.
 - Keys are the sole responsibility of the School Test Coordinator.
No one is allowed in testing storage area without the School Test Coordinator or his or her designee.
10. School Test Coordinator manually counts all testing materials.
 - Any discrepancies are reported to System Test Coordinator and then to GaDOE.
11. School Test Coordinator prepares containers at each school for each testing room with the exact quantity of materials, rosters, and accommodations if indicated.
School Coordinator prepares test containers as indicated by state requirements.
School Coordinator secures all prepared tubs in testing storage room.
School Coordinator prepares secure test tickets that are assigned to an individual student that is signed out and signed back in by the Test Examiner each testing day. Test Examiner and School Test Coordinator or Assistant School Test Coordinator verify and sign that the count is correct in the presence of each other.
12. Teachers remove/cover all instructional materials from walls, cabinets, and desks in the testing area several days prior to testing. Only a wall clock is permitted.
13. Computer screen dividers are used to discourage any communication and cheating among students.

14. School Principals conduct a walk-through in every testing room several days prior to testing and verify the testing room as “test-ready”.
15. Test Monitors are available in each hallway during each day of testing should assistance be necessary.

During Testing

16. #2 non-mechanical pencils with erasers are provided to students.
17. Test Examiner writes the name of each student in the testing room on the test roster.
18. Test Examiner ensures that each student receives the appropriate test ticket.
19. Test Examiner records start and stop time of each testing session.
20. Test Examiner reads the test script *exactly* as directed with no deviations.
21. Test Examiners and proctors routinely walk by students to monitor that students are following directions and are working in the correct test sections.
22. Test Examiner notes any unusual occurrence on the testing log or roster that could cause an inflated or deflated score.
23. Test Examiners, Proctors, and Monitors are instructed NOT to read a student test. The only **exception is for an "oral reading" accommodation when the assessment is not being given on-line.**
24. Test Examiner reports any problem with a student’s test to the School Test Coordinator immediately.
25. Test Examiners, Proctors, and Monitors are instructed NOT to discuss test questions or answers with anyone, including students.
26. Document any verbalized student concern about a test question/answer to the School Test Coordinator who will relay the information to the System Test Coordinator who will contact the GaDOE.
27. Verify that testing procedures are strictly followed.
28. Test Examiner should contact Test Coordinator immediately if any situation arises that might impact test results. STC, the aid of the System TC, will contact the GaDOE with concerns.
29. School Test Coordinator must contact School Principal immediately if any situation arises that might impact test results.
30. Each day staff will announce to students the test that will be completed that day.
31. All make-up testing will be administered using the same testing procedures as the original testing.

After Testing

32. Testing materials should be collected and verified promptly after each testing session.
33. All testing materials will be stored in secure area until returned to System Test Coordinator.
34. System Test Coordinator will document date and time for departure and arrival from School Test Coordinator to System TC. All materials will be inventoried and signed for by both TCs.
35. Materials will be packaged according to vendor's instructions and GaDOE timelines.

36. Materials will remain in locked secure storage until pickup by the appropriate carrier.
37. School administrator will sign for student scores to encourage security and confidentiality.
38. Each school has a procedure to distribute test scores to teachers and parents that ensures protection of the individual student based on confidentiality laws.
39. Each school retains all testing rosters, lists, signatures, agendas and training documents; and sends a copy of each of these documents to the System Test Coordinator.
40. Principal Certification form is completed and maintained by the System Test Coordinator for five years.
41. Superintendent Certification form is completed on January 30 and July 31 in the portal as required by the GaDOE.

Procedures and Consequences in the event of Irregularities and Invalidations for EOC, EOC, ACCESS

42. Events and circumstances or departures from standardized testing procedures are irregularities. They may have an impact on student performance that is not possible to define or quantify. They are reported and student scores will be flagged to note that conditions under which this score was obtained is different. Use caution when interpreting this score.
43. Test Administrators will report any Irregularity to the School Test Coordinator.
44. The School Test Coordinator sends irregularities to System Test Coordinator for verification and to obtain the correct code.
45. The System Test Coordinator contacts the GaDOE immediately for direction.
46. As instructed by the GaDOE, the System Test Coordinator may be told to investigate and complete the Testing Irregularities Documentation Form provided online on the MyGaDOE Portal. Improperly coded irregularities may default to the holding of those test scores.
47. Examples of Irregularities include materials inappropriately distributed; directions not being followed; improper monitoring of test administration.
48. Other irregularities that affect the student performance and/or the integrity of the test can result in the invalidation of student scores. These can include content being coached, disclosed, cheating, and responses being changed during or after testing by the Test Administrator.
49. Participation Invalidations are for those students who receive an accommodation that is not on the list of state-approved accommodations or not on the student's IEP. When inappropriate accommodations are used, those students' scores may not be used when determining CCRPI calculations.
50. Irregularities specific to the End-of-Course Tests include the System Test Coordinator specifying the form number of the test when entering the information in the Portal. Portal documentation will include if a score should be invalidated or counted as an irregularity. Additionally, the appropriate irregularity or invalidation SDU-B code and corresponding bubble will be used on the paper answer document, if necessary.
51. Specific Breaches of Professional Ethics per the Professional Standards Commission include the following: gives examinees access to test questions prior to testing; copies, reproduces or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets; coaches examinees during testing, or alters or interferes with examinees' responses in any way; makes answers available to examinees; fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, after or during testing; uses the secure test booklets for any purpose other **than examination; participates in, directs, aids, counsels, assists, encourages, or failed to report**

any of these prohibited acts. All must be reported immediately to both the System Test Coordinator and Building Principal.

52. All Test Examiners are required to review the Code of Ethics annually with the hierarchy of consequences at <http://gapsc.org>.
53. In the event of an Irregularity, Invalidation or Participation Invalidation, the Examiner will notify the Principal and the School Test Coordinator. The School Test Coordinator will notify the System Test Coordinator. The System Test Coordinator will notify the GaDOE immediately. The System Test Coordinator will request a detailed written statement from all parties involved and follow up with all parties involved if necessary. Final documentation will be entered into the Portal by the System Test Coordinator.