

Hutto Middle School Testing Plan

The Administrative Team at Hutto Middle School developed the school level testing plan in the pursuit of fair and ethical testing and addressed the following areas concerning before, during, and after testing:

- Test Security – Test materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.
- Test Preparation – The test should reflect the curriculum being taught, and should be developmentally appropriate for the age and level of the test-taker. Students should be familiar with test-preparation skills. Educators should be trained on proper administration procedures and testing practices. Tests should be administered in the appropriate environment.
- Test Administration – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed. Tests are used for their intended purposes.
- Test Data – Test scoring should be reliable and valid. Test data interpretation shall be appropriately given to stakeholders. Curriculum improvement should be guided by adequate data analyses.

In addition to the school level plan, Hutto Middle School adheres to all guidelines set forth by the Georgia Student Assessment Program Student Assessment Handbook and the Decatur County School System Assessment Administration Plan. The system-level “Certificate of Adherence to Test Administration”, “Code of Ethics – Test Security Document”, and all other local and state required test certification documents will be signed by the appropriate school personnel.

During preplanning, all employees of Hutto Middle School receive an update on the Code of Ethics for Educators (<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>). The following standard concerning testing is specifically addressed:

Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically.

Unethical conduct includes but is not limited to:

1. *committing any act that breaches Test Security; and*

2. *compromising the integrity of the assessment.*

At Hutto Middle School's first Open House - Title I Parent Meeting, the Decatur County School System Federal Program Director provides parents with the procedures they should follow to report suspected unethical testing practices or breeches in security of assessments.

The Hutto Middle School plan covering specific procedures and guidelines was developed in chart format and is shown on the pages that follow.

The procedures set forth in the Hutto Middle School Testing Plan govern the administration of all appropriate grade level State and National Assessments and locally developed Benchmark Tests.

The local school testing plan is kept on file at the school and a copy is sent to the System Test Coordinator.

Principal's signature: _____

School Test Coordinator's signature: _____

| RECEIPT AND VERIFICATION OF MATERIALS | | | | |
|--|--|---|--|---|
| Person Signing for the Receipt of Test Materials | Testing Materials Storage | Persons with Access to Test Storage Area | School's Policy Regarding Handling of Test Materials | |
| The School Testing Coordinator is the individual that signs for the school's testing materials. | Testing materials are stored in a locked closet in the school testing coordinator's office. The office is locked while testing materials are stored there. | The School Testing Coordinator and Principal have access to the storage area. | The School Testing Coordinator accounts for all testing materials before, during, and after testing sessions. Testing booklet seals are only opened by examiner. | |
| LOCAL SCHOOL TRAINING | | | | |
| Person Responsible for Training for Test Administration | When Examiners Will Be Trained | How Examiners Will Be Trained | When Proctors/Monitors Will Be Trained | How Proctors/Monitors Will Be Trained |
| The School Testing Coordinator is responsible for training the faculty and staff. Sign-in Sheets for State Assessment Trainings are maintained by the School Test Coordinator. | Examiners are trained prior to State Assessments. | Examiners are trained by the School Testing Coordinator on administration, security, schedule, and student accommodations along with examiners duties. Test Security documents are signed by all trained. | Proctors/monitors are also trained prior to the administration of State Assessments. | Proctors/monitors are trained by the School Testing Coordinator on administration, security, schedule, and student accommodations along with the expected duties of proctors/monitors. Test security documents are signed by all trained. |

| Support Staff Training- Persons To Be Trained (custodians, cafeteria staff, etc.) | When Support Staff Will Be Trained | How Support Staff Will Be Trained | Special Training Received By Examiners Testing Students with Accommodations | Additional Training - Prevention of Irregularities |
|---|---|--|---|---|
| <p>Support staff trained includes all paraprofessionals, secretaries, and bookkeeper. Custodians and cafeteria staff do not participate in the administration of the test and do not receive the formal training but are made aware of the testing and security involved.</p> | <p>Support Staff to be involved in testing are trained as proctors/monitors. This training occurs prior to testing.</p> | <p>Support Staff are trained as proctors/monitors. Proctors/monitors are trained on administration, security, schedule, and student accommodations along with the expected duties of proctors/monitors. Test security documents are signed by all trained.</p> | <p>Examiners testing students with accommodations receive additional training on Special Ed, ELL and 504 accommodations for the students they are testing. This training also includes "Read-Aloud" training for appropriate examiners.</p> | <p>The close review of the accommodations that students are to receive and the additional training helps ensure that irregularities do not occur.</p> |

| DISTRIBUTION OF MATERIALS | | | | |
|--|---|--|---|--|
| Test Materials - How Counted and Prepared | Preparation of Testing Rosters | Preparation of Testing Roster - How far in advance are testing rosters prepared? | Procedures for Students Having Different Examiners Throughout the Test | Procedures for Ensuring That Students Get the Correct Form/Version of the Test Each Day |
| The School Testing Coordinator oversees the preparation and counting of the testing materials prior to the administration of the test. | Testing rosters are generated from Infinite Campus by the School Testing Coordinator with the assistance of the Data Clerk. These rosters are double checked with school records, IEPs, IAPs and TPCs. Rosters which include accommodations are verified by case managers (Sp Ed, 504, & ELL/ESOL). | Testing rosters are prepared a week in advance of the test and updated daily. | Students are tested in their homeroom for each portion of the test unless they require an accommodation that can't be met in their homeroom. Students with accommodations are assigned to daily testing groups based on their accommodations. | Testing examiners distribute test booklets on the first day of testing and carefully monitor the completion of coding the form number on student answer sheets. Answer sheets are kept in test booklets until the last day of testing. Examiners and proctors are asked to daily walk around the room checking to make sure each student has the correct booklet and answer sheet. |

| Check-In and Check-Out Procedures of Testing Materials | Information Required on the Check-In and Check-Out Form | How Testing Materials Are Prepared for Distribution | How Examiners Get Their Materials Each Day | How Materials Are Returned Each Day |
|---|---|---|---|---|
| <p>Examiners must check out and check in their testing materials with the testing coordinator. Materials are counted and signed for each day.</p> | <p>The security checklist provided by the State Assessment publishers to check out testing materials is used along with a school form that includes the number of test booklets and answer sheets assigned to each examiner. A locally developed security checklist is used if one not provided by the publisher.</p> | <p>School testing coordinator oversees the preparation of all testing tubs.</p> | <p>Examiners must check out their testing materials each day using the security checklist and sign out sheet provided in the presence of the School Test Coordinator.</p> | <p>The School test coordinator oversees the checking in of each testing tub as they are returned by the examiner.</p> |

| TEST ADMINISTRATION | | | | |
|--|---|--|---|--|
| How School Ensures that Examiners and Proctors Are Not in the Classroom with Their Own Children or Grandchildren | How School Assures that Students Get Their Appropriate Accommodations | How School Ensures that All Instructional Materials Are Removed from the Classroom Walls Prior to Testing | School's Plan for Examiners that May Need Assistance During Testing | School's Plan to Make Sure that Student Answer Documents and Check-Out Forms Have the Correct Form Number |
| Children and grandchild of faculty members are not assigned to their homerooms. Students test in their homeroom which ensures that examiners will not administer the test to their own children. Proctors are screened prior to testing to make sure they are not placed in a classroom where they have a child or grandchild. | School testing coordinator, Lead teacher, ELL & Special Ed. teachers review the testing accommodations with all examiners prior to the actual administration of the test. All examiners receive additional training regarding accommodations. | School Administration checks each classroom prior to testing to see that all instructional materials have been removed from classrooms that will be used for testing purposes. | If an examiner has a problem during testing, either the examiner or proctor are to step to the door and notify the hall monitor who will contact the testing coordinator. | Examiners and proctors carefully monitor students as they code the form number on their answer sheets. Each test is checked by the testing coordinator's office to make sure the form numbers are correct. |

| School's Plan for Ensuring that Examiners and Proctors Walk Around the Testing Area Routinely | Examiners and Proctors Training for Monitoring While Testing | Responsibilities for Reporting and Investigating Testing Irregularities | Examiners Training on the Proper Procedures for "Read Aloud" Accommodations | Verification of Accommodations for Students |
|---|--|--|---|---|
| <p>System Testing Coordinator, school testing coordinator, principal, assistant principal, System Monitoring Team and hall monitors frequently check rooms during testing to assure that proper procedures are occurring.</p> | <p>Examiners and proctors have been trained to actively monitor students by circulating frequently to make sure that students are answering in the correct section, are on task, and do not have opportunities to cheat.</p> | <p>Examiners report any testing irregularities to the School Test Coordinator who then reports irregularities to the Principal and System Test Coordinator. The System Test Coordinator working with the School Test Coordinator and Principal will investigate the incident. The System Test Coordinator will then report the irregularity to the DOE if the investigation warrants it.</p> | <p>All examiners administering tests for students with the read aloud accommodations will receive additional training on the proper way to administer the read aloud accommodation.</p> | <p>School testing coordinator, ELL, Special Ed., & 504 case managers meet and go over the individual students' IEP's, IAPs and TPCs prior to testing to make sure each student receives the proper accommodations. ELL, Special Ed., & 504 case managers meet with examiners that will be testing students with accommodations before testing to review accommodations.</p> |

| Procedure for Verifying that Testing Protocols Are Being Followed in the Testing Sites | Procedure for Handling Late Arrivals on Testing Days | Procedure for Handling Emergencies During Testing | School's Guidelines on Staff Members Being in the Building After Hours While the Tests are in the Building | |
|--|--|---|---|--|
| <p>The System Testing Coordinator, System Monitoring Team members, School Testing Coordinator, Principal, and hall monitors walk the halls during testing and check on classrooms.</p> | <p>Late arrivals must wait in the office until the testing break. If possible, late arrivals are allowed to go down to the testing rooms at the break to take part two of the test. Part one is made up with the testing coordinator or trained examiner later that day.</p> | <p>The testing coordinator addresses any emergencies that may arise and will contact the system coordinator if necessary.</p> | <p>The testing materials are locked in a closet in the guidance office which is also locked. Custodians do not clean the testing closet during the testing period. No one is allowed in the secured area during the testing period.</p> | |

| AFTER TESTING | | | | |
|---|--|---|---|--|
| Procedure for Ensuring that All Test Clean Up Is Done in a Group with Teachers Not Cleaning Up Their Own Students' Tests | Procedure for Ensuring that Materials Are Returned Promptly Upon the Completion of Testing Each Day | Procedure for Ensuring that Test Security Occurs While Tests are in Route from School to System | Procedure for Maintaining Testing Confidentiality Before, During and After Testing | |
| The School Testing Coordinator with the assistance of testers (under the careful watch of the Coordinator) cleans up students' forms (stray marks) if needed. All students prior to testing have been told to be very careful with their answer documents and are instructed at the end of each testing session to check their answer sheets for stray marks. | Examiners must return testing materials immediately at the end of testing each day and wait while the School Testing Coordinator's office checks in their testing materials. | Testing materials are counted and secured by class and boxed by the School Test Coordinator. The School Testing Coordinator is the person responsible for transporting testing materials back to the System Test Coordinator. | Examiners have been instructed not to look at the test or discuss any material on the test. The "Certification of Adherence to Test Administration" signed by Examinees and Proctors after testing includes no discussion of testing items before, during or after test administration. This is also included in the "Code of Ethics – Test Security Document" signed by them prior to testing. Students have also been instructed not to discuss the questions on the tests. | |

| COMMUNICATING TEST INFORMATION AND TESTING RESULTS | | | | |
|---|---|--|--|---|
| Parent/Guardian Notification of Test Results | Procedure for Ensuring Test Results Are Filed in the Permanent Record in a Timely Manner | Information Provided to Parents Prior to Testing | Parents/Students Notification of Possible Variance/Waiver (High School) Eligibility or Retention Appeals (Elementary and Middle School) | Parents/Students Notification of Remediation and Retest Opportunities |
| Parents are notified of results by information sent home or by letter as soon as the reports are received from the state. | The School Testing Coordinator is responsible for ensuring that the labels are attached to the Permanent record and that the School Copies of the Student Test Results are filed in the permanent record. | Parents receive notification prior to testing explaining the date and time of test and good test taking tips to make sure their children are ready for the assessment. | Letters are sent home to appropriate parents concerning grade level placement committee meetings to be held and the parent's rights to attend and appeal their child's placement for the following year. | Parents/students are notified by phone/and mail about the Summer Program along with the dates, locations, and transportation available. This process is also followed for retest dates. |