

Jones-Wheat Elementary School Jones-Wheat Elementary School Testing Plan 2013-2014

The Administrative Team at Jones-Wheat Elementary 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 analysis.

In addition to the school level plan, Jones-Wheat Elementary School adheres to all guidelines set forth by the Georgia Student Assessment Program Student Assessment Handbook 2013-2014 and the Decatur County School System Assessment Administration Plan 2013-2014. 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 Jones-Wheat Elementary 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 Jones-Wheat Elementary 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 Jones-Wheat Elementary 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 Jones-Wheat Elementary School Testing Plan 2013-2014 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: _____