Chatsworth Elementary School

2015-2016

ASSESSMENT SECURITY POLICY AND PROCEDURES TEST SECURITY PLAN

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INTRODUCTION

This Assessment Security Policies and Procedures Plan ("Security Plan") sets forth the test security policies, procedures, and responsibilities that Chatsworth Elementary has established for the assessment program. Online test administration requires the delivery of very detailed information that differs from the training that most are familiar with (for paper/pencil testing). Additionally, it may require the inclusion of staff members who were not included in trainings before – such as technology specialists, online test coordinators, etc.) It is intended for use by all Chatsworth Elementary personnel, as appropriate. This plan includes several items taken directly from the 2015-2016 Georgia Department of Education's Student Assessment Handbook (GaDOE SAH) with enhancements for Chatsworth Elementary. The language and procedures set forth in the GSIC Security Plan do not supersede any requirements in the GaDOE SAH.

Assessments at Georgia School for Innovation and the Classics are administered in accordance with the requirements of the governing agency for the assessment and with a high level of security to ensure an appropriate testing environment, the integrity of the assessment, and the validity of the data provided by the assessment.

Employees of Chatsworth Elementary must comply with all policies and Georgia Professional Standards Commission (GaPSC) rules with regard to testing ethics. Employees who violate these provisions could be subject to disciplinary action, up to and including termination.

A copy of the GaDOE Student Assessment Handbook is located at the following location:

GaDOE Assessment Webpage

http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-ForEducators.aspx

COMMUNICATION

Chatsworth Elementary test security plans are communicated to the public and local educators through the school website, and board and school level meetings. The testing calendars are posted on the school website. The required assessment orientation schedule is provided to school level test coordinators and school administrators via GA DOE webinars.

PROGRAM OVERVIEW

Chatsworth Elementary testing program is a combination of State and District Level assessments. The measured outcomes of each assessment and the curriculum assessed vary. The assessments are utilized to determine the strengths and weaknesses of students as well as the instructional program.

State Assessments

Assessment materials, security guidelines, and administration procedures are provided by the GaDOE for the following assessments (comprehensive information can be found in the GaDOE SAH related to each assessment):

• Assessing Comprehension and Communication in English State to State (ACCESS) - for English Learners

• Alternate Assessing Comprehension and Communication in English State to State (ACCESS) - for English Learners who meet the criteria

• Georgia Milestones Assessment System (Georgia Milestones) End-of-Grade (EOG) in grades 3-8

• Georgia Milestones Assessment System (Georgia Milestones) End-of-Course (EOC) in grades 9-12

• Georgia Alternate Assessment in grades 3-8 and 11 (GAA)

• Georgia Kindergarten Inventory of Developing Skills (GKIDS)

• Formative Assessment Student Learning Objectives (SLO)

District Assessments

Chatsworth Elementary may offer common district level assessments. Schools should follow security protocols as defined for each assessment.

Guidelines for the Administration of Local Assessments may include, but not limited to:

• Some guidelines specific to local test security include directives that the tests cannot be taken home with students, tests should be administered in a specific window of time, and tests cannot be altered.

• Each assessment may also be accompanied by a specific set of teacher directions specifying how to administer the test, resources that can be utilized on the test, and testing time limits.

SECURITY PLAN OVERVIEW

Chatsworth Elementary Security Plan must be used in conjunction with the GaDOE SAH, test specific manuals, and the National Center for Educational Statistics (NCES), and NAEP Service Center (NCSS) guidelines.

This security plan includes definitions, policies, and procedures for the regulation of all aspects of test security including:

• information security

• exam publication, and

• exam administration

In many cases, these policies and procedures represent operational security goals that are already in different stages of implementation.

The elements of this plan provide greater protection of the intellectual property of the assessments, reduce test fraud and theft and maintain high program standards and integrity. The plan will be used to train staff, and as a reference document to structure security roles, responsibilities, and performance expectations. The plan will be reviewed and revised on at least an annual basis.

TEST SECURITY POLICY

It is the intent of Chatsworth Elementary to administer all assessments with integrity and validity. Care is taken to ensure that all assessments are protected from any ethic violations, and to maintain high program standards. Employees shall comply with Georgia Professional Standards Commission rules with regard to testing ethics. Employees who violate these provisions shall be subject to disciplinary action, up to and including termination.

Test Security

• The documents provided by the Georgia Department of Education (GaDOE) and the information from the State Student Assessment Handbook (SAH) are used to train school personnel.

• The testing coordinator is required to remain current on all GaDOE testing directives through conferences and webinars.

• The School Test Coordinator is responsible for training all building personnel that might come into contact with the test. The SAH is reviewed along with other information from the GaDOE.

Some topics covered are, but not limited to:

• Security Breaches

• Testing Irregularities

• Online Logistics, Procedures, and Guidelines

• Assessment Overviews, Updates, and Changes

• Prohibited Use of Cell Phones on Assessments

• Professional Ethics (Standard 11) – including reporting requirements and disciplinary actions

• Georgia Student Assessment Program Responsibilities

• Test Distribution and Storage

• Test Security Information for School Test Coordinators, Examiners, Proctors, and Administrators

• Roles and responsibilities for the Superintendent, System Test Coordinator, Special Education Director, Title III Coordinator, Instructional Coordinators, Principals, Schools, School Test Coordinator, Examiners, and Proctors.

GOALS FOR 2015-2016 TESTING PROGRAM

• Develop and disseminate a comprehensive district Test Security Plan.

• Provide a conducive testing environment for all students in Chatsworth Elementary.

Educators who have not been trained may not participate in the test administration. Anyone who has not been trained may not handle the tests. At the conclusion of each test administration each test examiner and proctor must certify appropriate procedures were followed in the administration of the test by signing an Examiner's or Proctor's Certification of Adherence to Prescribed Test Administration Form.

IDENTIFICATION OF TESTING PERSONNEL

According to the Georgia Department of Education, the principal has the ultimate responsibility for testing within the school. The principal must identify an individual who holds an educator's certificate with Georgia's Professional Standards Commission to act as School Testing Coordinator (SchTC) and Online Testing Coordinator.

The principal and SchTC are responsible for receiving and reading the GaDOE's Accommodations Manual and Georgia School for Innovation and the Classics Test Security Plan.

GEORGIA STUDENT ASSESSMENT PROGRAM RESPONSIBILITIES (GSAH-pages 31-40)

ROLES AND RESPONSIBILITIES

The following section outlines the roles and responsibilities for school level personnel published by the Georgia Department of Education (GaDOE) in the Student Assessment Handbook (SAH). Please be aware that the outline below may not encompass all school specific roles and responsibilities. In order to verify the adherence to these roles and responsibilities all examiners must complete an Examiner Adherence Certification Form and District Test Examiners Receipt and Acknowledgement Form for each assessment day and cycle. Professional ethics are covered in more detail on pages 23-26 of the 2015-2016 Georgia Student Assessment Handbook.

The Code of Ethics for Educators can be found at this link:
http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf

Superintendent

1. Has ultimate responsibility for all testing activities within the local school system.

2. Appoints the System Test Coordinator.

3. Supervises Principals and System Test Coordinator to ensure that they fulfill their specific responsibilities for the administration of tests.

4. Maintains contact with System Test Coordinator to become thoroughly informed of all testing

5. Conducts investigations of reported testing irregularities (e.g., student cheating, unethical professional conduct). Reports unethical professional conduct to the Educator Ethics Division of the Professional Standards Commission.

6. Monitors testing activities in the local school system to guarantee compliance with regulations established by the State Board of Education and current legislation.

7. Informs local board members, parents, and other citizens about requirements pertaining to statewide testing.

8. Ensures that appropriate local personnel attend GaDOE workshops concerning state assessment programs.

9. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.

10. Ensures that personnel enforce prescribed calculator, cell phone, and electronic device guidelines.

11. Reviews and returns certification/verification forms to the Office of Assessment and Accountability at the GaDOE by the due dates.

12. Ensures that Principal's Certification Forms are completed after each test administration and retained as required.

13. Approves all special administrations.

14. Informs citizens residing within the local system's area concerning the collective achievement of enrolled students by school and system.

15. Ensures that local calendars are planned so that all tests are administered according to the state published testing calendar.

System Test Coordinator

1. Coordinates all test administration activities within the school system.

2. Serves as liaison between the system and the GaDOE for all test administration activities.

3. Coordinates with various local system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)

4. Assumes responsibility for carrying out the approved plan for administration of all tests.

5. Furnishes all information and submits all forms required by the GaDOE by specified dates.

6. Ensures Principals complete the Principal Certification Form for each administration and maintains these forms for five years.

7. Orders special format tests (Braille, large print, advanced reading aids).

8. Receives test materials from GaDOE at a designated time and place and maintains them in a secure location.

9. Reviews and follows all procedures in all administration manuals and is familiar with administrators' roles and proctors' roles.

10. Ensures that appropriate security provisions and technology readiness checks are in place/completed relative to online testing environments including, but not limited to, security of log-ins, passcodes, seating arrangements, etc.

11. Adheres to test dates, time schedules, and specified instructions set by the GaDOE and returns all materials to GaDOE and/or its contractors as specified and by the prescribed date(s).

12. Ensures that each test setting (room) is suitable, has an assigned examiner, and has the appropriate number of proctors.

13. Ensures that prescribed calculator, cell phone, and electronic device guidelines are applied in each school.

14. Accounts for all test materials delivered to the school system and for the disposition of specific materials.

15. Attends statewide testing program meetings.

16. Arranges schedule for staff to monitor schools during testing sessions.

17. Trains all system/school personnel involved in test administration, including School Test Coordinators, examiners, proctors, the system Special Education Coordinator (on the administration of the GAA), the system ESOL Coordinator (on the administration of ACCESS for ELLs/Alternate ACCESS), and any others who have responsibilities related to testing and/or testing materials.

18. Ensures that Principals and School Test Coordinators are aware of and follow the protocols/procedures prescribed in Student Assessment Handbook, testing manuals, and other ancillary materials.

19. Maintains a portfolio of all training session materials and rosters of attendees.

20. Answers questions of all School Test Coordinators and Principals and makes decisions regarding testing, when appropriate.

21. Ensures that School Test Coordinators account for all students in terms of testing requirements.

22. Ensures strict test security and reports to Superintendent concerning testing irregularities (e.g., student cheating, unethical professional conduct).

23. Communicates to the Assessment Administration Division when testing irregularities occur.

24. Distributes test results to the Superintendent and to the schools in a timely manner and ensures that students are informed of the expected date for the return of the test results.

25. Interprets test results to school personnel and appropriate others.

26. Ensures that local calendars are planned so that all tests are administered according to the state-published testing calendar that provides testing dates for the current and future academic years.

27. Ensures that students, parents, and the general public have access to information concerning all test administrations and utilization of test results.

28. Works with system personnel to communicate to parents of students with IEPs, IAPs, and ELL/TPC plans pertinent information regarding all statewide tests.

29. Facilitates the transfer of GAA portfolios when students withdraw from or enrolls in the school system.

System Special Education Coordinator

1. Acquires and maintains current information on the statewide testing program, including the section for Students with Disabilities, which is found in the Assessing Special Populations section of the Student Assessment Handbook and the Accommodations Manual.

2. Acquires and maintains current information of IDEA, state rules, and waiver process for students with disabilities.

3. Provides technical assistance to special education teachers on test administration.

4. Ensures that all due process rights pertaining to the testing programs are provided for students with disabilities.

5. Ensures that IEP teams understand the appropriate selection of approved accommodations and the selection of the Georgia Alternate Assessment for state-mandated tests.

6. Ensures that appropriate documentation is maintained for all students with disabilities.

7. Ensures that students with disabilities have the appropriate test-taking experience or have been taught test taking skills prior to taking the tests.

8. Informs System Test Coordinator of the number of special format tests (i.e., Braille, state-approved assistive technology, or large print) needed to test students with disabilities for all test administrations.

9. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.

10. Acquires and maintains current information about the Georgia Alternate Assessment (GAA).

a. Discuss the GAA with students and parents/guardians.

b. Informs parents and students of participation in the GAA.

11. Ensures that the following activities are completed by special education personnel in preparation for all state mandated assessments.

a. Discusses the state-required tests with the students and parents/guardians.

b. Informs IEP students and their parent(s)/guardian(s) of pertinent test information and the role of the IEP team in identifying test accommodations, if any, which the student may require in order to participate.

c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment (such as promotion/retention requirements, EOCs constituting 20% of the final course grade, and any relevant local policies). Documents the occurrence of this discussion.

12. Ensures that all special education teachers have been trained to administer the GAA

13. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

System Title III/ESOL Coordinator

1. Ensures that all assessments and, in certain cases, conferences relating to a student's ESOL eligibility (Rule 160-4-5-.02) are documented prior to assigning EL or EL-M status.

2. Acquires and maintains current information on the statewide testing program, including the section on accommodations for EL or EL-M students which is found in the Accommodations section of the SAH.

3. Acquires and maintains current information of state rules and the deferment/ accommodation process for EL or EL-M students.

4. Provides technical assistance to teachers on test administration.

5. Ensures that appropriate documentation is maintained for all EL or EL-M students.

6. Ensures that EL or EL-M students have appropriate test-taking experience or have been taught test-taking skills prior to taking the tests. EL-M students must not be administered the ACCESS.

7. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.

8. Ensures that the following activities are completed by EL/ESOL personnel in preparation for all state mandated assessments:

a. Discusses the state-required tests with the students and parents/guardians.

b. Informs EL or EL-M students and their parent(s)/guardian(s) of pertinent test information and the role of the EL/TPC in identifying test accommodations, if any, which the student may require in order to participate.

c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment (such as promotion/retention requirements, EOCs constituting 20% of the final course grade, and any relevant local policies). Documents the occurrence of this discussion.

9. Informs System Test Coordinator of the names of EL students receiving deferments. This list should specify which tests or subtests are subject to deferment.

10. Train Title III/ESOL teachers to administer ACCESS for ELLs and collaborates with special education colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

Principal

1. Has ultimate responsibility for testing activities in the local school.

2. Ensures proper environment for test administration.

3. Ensures that all testing sites are appropriately prepared: adequate student workspace, proper lighting, good ventilation, sufficient number of desks in good repair, instructional materials (e.g., posters, word walls, etc.) removed or covered, etc.

4. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.

5. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.

6. Ensures that the test accommodations identified in students' IEPs, IAPs, and EL/TPC plans are provided for each student as specified.

7. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students, entry into test settings by a person/persons not serving as the examiner or proctor unless necessitated by emergency/time-sensitive need) and that sites do not have content-related materials posted that could advantage one group of students over others.

8. Designates a School Test Coordinator to coordinate the testing program. The School Test Coordinator must hold a PSC-issued certificate.

9. Assigns personnel to serve as Examiners and Proctors.

10. Arranges appropriate schedules for teachers who will be Proctors and Examiners and for those who will be Proctors and Examiners and for those who will be teaching other students not involved in testing.

11. Informs students and parents/guardians about the purpose of testing, dates and times for testing, and expected dates for return of test results (see Test Preparation section).

12. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.

13. Advises School Test Coordinator, Examiners, and Proctors if emergency situations arise.

14. Monitors the administration of tests.

15. Supervises all testing activities to ensure strict test security.

16. Maintains test materials in a secure location, with restricted access.

17. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.

18. Notifies System Test Coordinator of testing irregularities and provides explanation of circumstances.

19. Ensures that the school calendar is planned so that all tests are administered according to the system's testing calendar.

20. Monitors test preparation activities to ensure that secure testing materials are not misused.

21. Verifies all special education teachers have been trained to administer the GAA.

22. Verifies all ESOL teachers have been trained to administer the ACCESS.

23. Verifies all kindergarten teachers have been trained to administer the GKIDS.

24. Validates the content and procedures of students' portfolios by signing the GAA validation form.

25. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

School Test Coordinator

1. Receives test materials from System Test Coordinator and verifies numbers received.

2. Determines the number of test booklets to be assigned to each testing site and accounts for material distribution and return.

3. Prepares all testing sites.

4. Assists Principal in assigning Examiner(s).

5. Assigns Proctors appropriately in accordance with state guidelines.

6. Coordinates with various local school and/or system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)

7. Accounts for the security of all test materials during the time the materials are in the building.

8. Under supervision, ensures the accuracy of student FTE and GTID numbers on each answer document.

9. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.

10. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.

11. Ensures that appropriate security provisions are in place relative to online testing environments and materials including, but not limited to, security of log-ins, passcodes, conducive seating arrangements, etc.

12. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.

13. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students, entry into test settings by a person/persons not serving as the examiner or proctor unless necessitated by an emergency/time-sensitive need) and that sites do not have content-related materials posted that could advantage one group of students over others.

14. Conducts orientation and training sessions for Examiners and Proctors.

15. Adheres to system testing schedule.

16. Distributes test materials to and collects from each Examiner on the testing days.

17. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.

18. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.

19. Ensures that a minimum of one certified administrator is present and witnesses the transcription of student responses when/where necessary (e.g. such as when a student has the accommodation of marking answers in the test booklet). Documentation of this process must be retained (form located on page 130 of the SAH). Confirms that all necessary transcriptions are completed when necessary.

20. Provides each Examiner with a list of student FTE and GTID numbers.

21. Gives Examiners extra No. 2 pencils, online test tickets, computer peripherals, and resource materials, if appropriate.

22. Accounts for all students in terms of testing requirements.

23. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.

24. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator 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.

25. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.

26. Packages and returns materials to System Test Coordinator according to directions and time line.

27. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.

28. Maintains dated student sign-in/sign-out sheets for each test administration.

29. Ensures that students have only one opportunity to test during each window.

30. Ensures that for any students not currently enrolled in their local school, the following protocol is applied:

a. Contacts students' schools for verification of test eligibility and

b. Requires photo ID and maintains photocopy record.

c. The decision to test out-of-system students is a local one. The burden of identification, establishment of eligibility, and record-keeping ensuring score reports are returned to the appropriate school must be

borne by the administering school/system. Systems should collaborate and discuss such cases prior to test administration.

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, paraprofessionals) must administer all state-mandated assessments. Educators without Georgia certification from the Professional Standards Commission 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.

* The term Examiner refers to the person administering the assessment.

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.

TEST SECURITY MANAGEMENT

This section outlines processes to manage the security of test materials and security incidents including testing misconduct, breaches and mishandling of protected exam material, coaching and other testing improprieties. These guidelines should be used in conjunction with those set forth by the GaDOE and the Student Assessment Handbook.

SECURE CHAIN OF CUSTODY

For all assessments administered by Chatsworth Elementary, the following must be implemented and followed:

Receipt of Materials from State Vendor: All test materials for main administrations are shipped by the state's vendor to District Central office in boxes packaged by school. Upon arrival, individual boxes are counted by the System Test Coordinator and remain in the secure location until boxes are picked up by school testing coordinators.

Inventory and Request for Additional Test Materials: Once test boxes arrive at schools, the contents of the boxes must be inventoried and certified by the System test coordinator, the school test coordinator and the school Principal.

Reorders: All requests for additional materials must be submitted by the date specified at the pre-administration workshop. Once requested materials will be sent directly to District Central Office. Materials will be properly secured until picked up by school testing coordinators or securely delivered to the requesting school.

Storage of Secure Materials

As outlined in the Georgia Department of Education's Student Assessment Handbook, all test materials must be kept in a secure location. The recommendation is to use a vault or cabinet in a room that does not have raised ceiling tiles that can be accessed from adjoining rooms or hallways.

Each bundle of test documents is to remain shrink-wrapped to ensure confidentiality/security. The School Test Coordinator's Handbook for each assessment will outline specifics related to handling of test materials prior to distribution. The Principal and SchTC are required to prepare test materials to

accommodate the number of students tested in each section within each grade. However, when not in use, these materials and all other testing materials must be stored in the secure location designated on their School Level Assessment Location Form.

During the Testing Window/Period: Individual packets of materials are removed from the secure location within the school and are distributed to examiners prior to each testing session (as close to the start time as possible). Using the Testing and Assessment Materials Security Form for accountability, the SchTC or Principal must count all materials before disseminating to examiners. Additionally, the examiners must verify count upon receipt, record time and initial to confirm accuracy of the information. Upon returning to the testing environment, examiners distribute test materials (booklets and answer documents) to the students, based on directions found in the specific assessments Examiner's Manual. The testing process in each school is supervised by the Principal and SchTC. All examiners are instructed to precisely follow directions from the Examiner's Manual.

Following each test session: The examiner must account for all materials before dismissing students. The SchTC or principal must count all materials as examiners check in at the end of testing each session. The information must be recorded and verified for accuracy on the Testing and Assessment Materials Security Form. Additionally, each Test Examiner must certify appropriate test administration by signing a statement declaring they took part in the examiner training and received their examiner packet. All examiners must complete this process and be held accountable for any test materials in their possession.

As outlined by the Georgia Department of Education, the examiner with direct administrator supervision, at the conclusion of testing will:

• Inspect answer documents to ensure that all student identification information is correctly bubbled in the appropriate places.

• Inspect answer documents to ensure that student identification information is accurate and correctly bubbled, that necessary coding/labeling is complete, and that documents are in good condition for scoring.

After the Testing Window: Following the testing period, the SchTC and/or the Principal is required to count and verify the return of all testing materials and package all scorable and non-scorable documents.

Test Check-in Process: Every test booklet, unused/voided answer document, examiner manual and scratch paper must be returned. During check-in, all answer documents are counted and checked for the accuracy by the SchTC or Principal under the supervision of System test coordinator. The check-in process is considered complete when all documents are accounted for and any additional coding has been verified. When this process is validated, the individual school-level scorable materials are bundled, labeled, boxed and sealed by testing coordinator for pickup by the District System Coordinator the scheduled for pickup by the state's processing vendor for scoring.

LOST TEST MATERIALS

If test materials are lost or misplaced, immediate contact must be made with the testing coordinator. In turn, testing coordinator will work with the school and the Georgia Department of Education Assessment Specialist to determine next steps.

DEALING WITH EMERGENCY/UNEXPECTED SITUATIONS

The below section is taken directly from the Georgia Department of Education's Student Assessment Handbook (pages 85-87)

In any unexpected situation, educators must first act to assure the safety of all children and adults, and to protect property from damage. While test security is critical and must be maintained if at all possible, student safety is always the priority. Beyond that, and to the greatest extent practicable, the integrity of the test being administered is to be maintained. Below are some examples of situations where unexpected interruptions of the testing session could occur. If handled appropriately, testing can be resumed without compromising the integrity of the test.

Unplanned fire drill/bomb threats: Tests should be kept secure (lock door when students have evacuated the room/building). Students should not take the test outside and should not be permitted to talk about testing during the drill. If the school's safety plan permits for the testing group(s) to be kept together and under direct supervision, please do so. Be sure to note the time of the evacuation so that you can figure out how much time students have to complete the testing session. When you are able to reenter the building safely, resume testing as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should the event become one of a lengthy duration, and once all considerations relative to student safety have passed, the School Test Coordinator will contact GaDOE for further direction regarding plans to resume testing. Materials should be inventoried per normal processes and verified prior to resuming testing. Examiners need to make certain that students resume testing with the correct materials.

Sudden weather event (such as severe weather): If it is feasible and safe to continue testing, that is permissible. Be mindful that online testing can be particularly vulnerable to severe weather due to the possibility of power/Internet disruptions. Tests should be kept secure (lock door when students have evacuated the room for designated safe areas). Students should not take the test outside of the classroom and should not be permitted to talk about testing during the event. Be sure to note the time of the event so that you can figure out how much time students have to complete the testing session. When you are able to reenter the test setting safely, resume testing as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should the event become one of a lengthy duration, once all considerations relative to student safety have passed, the School Test Coordinator will contact GaDOE for further direction regarding plans to resume testing. Materials should be inventoried per normal processes and verified prior to resuming testing. Examiners need to make certain that students resume testing with the correct materials.

__Security Lockdown:__ If the event is known to be a drill and it is deemed feasible and proper to continue testing, that is permissible. The need for a successful drill supersedes testing during the period of the drill. Ideally, of course, drills should not be conducted during testing if at all possible. Should conditions merit the suspension of testing, tests should be kept secure within the test setting until the lockdown has been lifted and all students and staff are safe. Student and staff safety protocols should NOT be violated for the purposes of materials collection. Safety is the first priority. Students should not be permitted to talk about testing during the event. Be sure to note the time of the event so that you can figure out how much time students have to complete the testing session. When you are able to resume testing, do so as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should the event become one of a lengthy duration, once all considerations relative to student and staff safety have passed, the School Test Coordinator will contact the System Test Coordinator who will contact the GaDOE for further direction regarding plans to resume testing. Materials should be inventoried per normal processes and verified prior to resuming testing. Examiners need to make certain that students resume testing with the correct materials.

__Power Outage (Paper/Pencil):__ If it is feasible to continue testing, that is permissible. However, should testing be suspended, tests should be kept secure initially within the test setting. Students should not be permitted to talk about testing during the period during which testing is suspended. Be sure to note the time of the event so that you can figure out how much time students have to complete the testing session. When you are able to resume testing, do so as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should the event become one of a lengthy duration that requires the suspension of testing for the day, the School Test Coordinator will contact the System test coordinator who will contact the GaDOE for further direction regarding plans to resume testing. Materials should be inventoried per normal processes and verified prior to resuming testing. Examiners need to make certain that students resume testing with the correct materials.

__Power Outage (Online Testing):__ Please follow all instructions that address loss of connectivity/power in the online testing manual(s). It may also be necessary to contact the support line for the testing contractor. Students should not be permitted to talk about testing during the period during which testing is suspended. Be sure to note the time of the event so that you can figure out how much time students have to complete the testing session. When you are able to resume testing, do so as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should the event become one of a lengthy duration requiring the suspension of testing for the remainder of the scheduled session or for the day, the School Test Coordinator will contact the System Test Coordinator who will contact the GaDOE for further direction regarding plans to resume testing.

__Student becomes ill during the test:__ Each situation must be considered independently. Remove the ill student from the testing environment as quickly as possible so that their needs can be attended to and so that the other students are not disrupted. If cleaning the room is necessary to the extent that it will require the relocation of students, the test examiner must collect secure test materials while students transition to a new setting. Students may then be allowed to complete testing once relocated. If relocation is not possible, remove students from the room while the room is cleaned and secure all testing materials (or, if applicable, pause online testing as provided for in the test administration

manual). Students should be kept in a location where they cannot discuss the test until the room has been restored. Resume testing as soon as it is feasible, allowing students the remainder of the testing time.

NOTE: If a student does not complete a section due to illness, that section may not be finished the following day or during makeup. If extenuating circumstances exist that might warrant consideration for a student to complete the unfinished section, the School Test Coordinator will contact the System Test Coordinator who will contact the appropriate Georgia Department of Education Assessment Specialist.

TRAINING

District-Level Testing Overview Training: The testing Coordinator will conduct orientations related to the assessment program throughout the year. The SchTC must attend Assessment Overview trainings at the beginning of the academic year. A portfolio of all presentations, handouts, sign-in sheets will be kept as documentation in a SchTC notebook.

School-Level Testing Overview Training: The SchTC is responsible for training all personnel within their schools. All proctors, examiners (certified educators) and monitors must be trained on procedures and test security. The Georgia Department of Education also recommends that all staff members (paraprofessionals, custodial staff, and others) in the school who may be in classes during testing or may be near the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

At the conclusion of testing each day, all examiners must sign the Test Examiner Assurance Document to certify that they have followed all procedures covered in the training and reported any irregularities. The SchTC must retain a copy of all handouts, presentations and sign-in sheets for their record as well as provide Assessment & Accountability with the originals of the above materials at the time of check-in.

ADDITIONAL TRAINING PROCEDURES

The SchTC and Principal are responsible for the additional assessment procedures below in addition to all within each school test coordinator's examiner's manual, assessment orientations, and Student Assessment Handbook.

• Students are only dismissed from their testing site once the majority of the students are finished and all testing materials have been collected and returned.

• Guidance governing the inclusion and assessment of students with disabilities and EL students is based on the section Assessing Special Populations (pages 94-115) of the Georgia Student Assessment Handbook. Prior to testing the IEP, 504 and EL Accommodation spreadsheet is reviewed by the School Test Coordinator and certified designee so that students be properly assessed in accordance with the specific accommodations and outlined.

• Coding for students with accommodations (Special Education, 504, etc.) is done by the SchTC and certified designee prior to returning answer documents to the System Test Coordinator in a secure location.

• The SchTC and certified designee examine answer documents prior to returning them to the System Test Coordinator to ensure the accuracy of student data, correct placement of labels.

• The SchTC and the certified designee will transfer Large Print/Braille answers in a secure location to the student answer document following testing.

MONITORING

According to the Georgia Department of Education's Student Assessment Handbook, "The Principal and/or designated staff must be present during all testing sessions. This is especially necessary when testing is being conducted in multiple locations within a building (page 82)."

DISTRIBUTION OF STUDENT-LEVEL TEST SCORES

It is the responsibility of the administration to ensure that test scores are available to all teachers in a timely manner. Score reports received by the System testing coordinator via the Georgia Department of Education's Portal, will be distributed electronically. Communication regarding the documents in the file will be sent via email. In turn, it is the responsibility of Chatsworth Elementary to ensure that test scores become a part of students' records as soon as possible after testing, and that such records follow students in the case of a transfer or summer school enrollment. Chatsworth Elementary is responsible for reporting all student test scores.

STEPS FOR REPORTING A TESTING IRREGULARITY
School Test Coordinator:

- Communicate with the System Test Coordinator about a possible testing irregularity.
- System Test Coordinator will provide guidance to investigate the possible testing irregularity.
- Written narrative must be provided by all parties involved in the irregularity.
- Return all documentation to the System Test Coordinator.

System Test Coordinator:

- Collect Testing Irregularity Forms and documentation from School Test Coordinators o Compile documentation for each incident reported.
- Call the assessment specialist in the Assessment Administration Division to determine appropriate coding for student answer documents. (Additional information about using the Portal to report irregularities will be shared during each pre-administration webinar.)

- Include appropriate information and documentation.
- The Georgia Department of Education Assessment Administration Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission (PSC).