

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

Mr. Wayne Randall  
Superintendent

(706) 384-4554  
Fax (706) 384-7472

## Assessment Security Policies and Procedures Plan

### INTRODUCTION

This *Assessment Security Policies and Procedures Plan* sets forth the test security policies, procedures, and responsibilities that Franklin Co. School System 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. The plan is intended for use by all FCSS personnel, as appropriate. This plan includes several items taken directly from the Georgia Department of Education’s Student Assessment Handbook (GaDOE SAH) with enhancements for FCSS. The language and procedures set forth in the FCSS Security Plan do not supersede any requirements in the GaDOE SAH.

Assessments given by the FCSS 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 FCSS 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

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

### STATE ASSESSMENTS

Assessment materials, security guidelines, and administration procedures are provided by the GaDOE for the following assessments:

- ACCESS - for English Learners
- Alternate 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

280 Busha Road ■ Carnesville, Georgia 30521  
www.franklin.k12.ga.us

*The Franklin County School System does not discriminate on the basis of sex, race, religion, age, national origin, marital status, or handicapping conditions.*

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

- Georgia Alternate Assessment in grades 3-8 and 11 (GAA)
- Georgia Kindergarten Inventory of Developing Skills (GKIDS)
- Formative Assessment Student Learning Objectives (SLO)

## **SECURITY PLAN OVERVIEW**

The FCSS 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 Franklin County School System 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 System Test 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

280 Busha Road ■ Carnesville, Georgia 30521

[www.franklin.k12.ga.us](http://www.franklin.k12.ga.us)

*The Franklin County School System does not discriminate on the basis of sex, race, religion, age, national origin, marital status, or handicapping conditions.*

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

- 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

## **Franklin County School System LEA Security Plan**

The Franklin County School System testing plan is developed to provide specifics and guidance regarding the administration of statewide assessments. It is a collective effort to provide the support, material, information, guidance, and testing data needed to ensure efficient and effective testing practices.

### **Test Security**

- Upon arrival, test material will be counted by the LEA Testing Coordinator and any discrepancies will be reported to the Georgia Department of Education Testing Division
- Test material will be stored in a secure, locked room at the Central Office until needed. Once testing is returned to the Central Office after testing, materials will be stored in a secure, locked room until returned for scoring.
- Materials will be picked up by the School Testing Coordinator and sign for all materials removed from the Central Office. Materials will be picked up in a reasonable time frame to allow school test coordinators time prepare for the first day of administration. No more than seven days in advance.
- School Test Coordinators will keep all testing material in a secured, locked location in the building until needed for testing.
- On test days, test material, including chrome books and test tickets will only be distributed to test administrators. All material must be signed out by test administrators and sign in by test administrators. Proctors should not sign in and out material.
- All test material should be returned to the School Test Coordinator immediately after testing. Chrome book carts should be delivered to the next user by the teacher.
- For paper/pencil testing, stray marks on the answer documents will be cleaned up by the teacher or Test Coordinator under strict supervision. There must be at least three certified staff members present and will be done without a student book.
- Transferring a student’s answers from a test book to an answer document (students with an IEP or 504 accommodations), should always be done in the presence of the School Test Coordinator and at least two other certified staff members.
- All test material is due back to the System Test Coordinator immediately after testing and makeups are complete. System Test Coordinator will notify School Test Coordinators of the date due to the Central Office.
- System Coordinator and School Test Coordinator will count the materials when returned to the Central Office and both will sign off.
- Each School Principal and School Test Coordinator will develop a plan to ensure test security in case of an emergency (i.e. fire drill, bomb threat, etc)

*280 Busha Road ■ Carnesville, Georgia 30521*

[www.franklin.k12.ga.us](http://www.franklin.k12.ga.us)

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

## **Training**

- System Test Coordinator will conduct training for all School Test Coordinators. School Test Coordinators must sign in, and must have completed the Code of Ethics training through the Compliance Director software. School Test Coordinators must attend training sessions. School principals and assistant principals are encouraged to attend.
- School Test Coordinators will train all test administrators and proctors at least one week in advance of testing. All test administrators must sign that they have received the training.
- All proctors must be trained and sign that they have received the training prior to testing. All proctors must complete the code of ethics training through the Compliance Director software.

## **Testing Environment**

- School Test Coordinator will check all test administration sites in the building to ensure all information on tested content areas and test taking skills have been removed or covered prior to the first day of testing.
- Test administrators should report all concerns about lighting, temperature, etc., to the school principal in time for the maintenance staff to take care of any problems.
- Bells should be turned off during testing.
- ALL intercom announcements and phone calls to/from classrooms should stop during testing.
- “Testing Do Not Disturb” signs should be posted on the door of every test administration room during testing.

## **School Testing Plans**

- Each School Test Administrator will develop a testing plan with the principal.
- A testing schedule will be developed with the principal.
- A list of all test administrators will be reviewed by the principal and verify that all test administrators have received appropriate training.
- A list of all students receiving an accommodation will be developed by the school test coordinator and verified by the principal and/or special education lead teacher, 504 coordinator, or ESOL teacher.
- All test administrators responsible for ensuring accommodations are followed will receive training from the school test coordinator prior to test administration.

## **Monitoring**

- LEA administrators will randomly audit test sites on each campus to ensure that all procedures are being followed and students are being tested with correct accommodations.
- System Test Coordinator will be available to assist School Test Coordinators with any problems during testing.
- School Test Coordinators and Principals should actively monitor the test administration.
- All teachers should actively monitor the test administration in their classroom. No sitting at the desk or on the computer.

## **Miscellaneous**

- Test administrators must be LEA/School employees. All test administrators should be certified.
- Test administrators and proctors must be trained before every different test administration (i.e. crct, writing, graduation test etc).
- Anyone noticing potential problems with the test administration should notify the School Test Coordinator immediately. School Test Coordinator will notify System Test Coordinator.
- Any unethical conduct concerning testing will be reported immediately to the System Test Coordinator. The System Test Coordinator will report immediately to the Superintendent. After investigation, if any violation was determined to have occurred, a report will be made immediately to the Georgia Department Testing Division and the Professional Standards Commission.

280 Busha Road ■ Carnesville, Georgia 30521

[www.franklin.k12.ga.us](http://www.franklin.k12.ga.us)

*The Franklin County School System does not discriminate on the basis of sex, race, religion, age, national origin, marital status, or handicapping conditions.*



# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

## Testing Material Cover Sheet

Test Type: \_\_\_\_\_

Test Date: \_\_\_\_\_

Test Administrator: \_\_\_\_\_

Number of Students: \_\_\_\_\_

Testing Material Inventory: \_\_\_\_\_ Answer Sheets \_\_\_\_\_ Test Booklets

	# of students tested	# of students absent	# of answer sheets signed out	# of test booklets signed out	# of answer sheets signed in	# of test booklets signed in	Signature
Day 1							
Day 2							
Day 3							
Day 4							
Day 5							

Names of Students who were absent:


Comments:







# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

## Test Monitoring Guide

Name of Observer

Name of Test Administrator

Teacher Observed

Test Date Observed

Name of School

Type of Test

Subject Observed

There is a testing plan for the school located onsite:

Compliance
<input type="checkbox"/>
Non-Compliance
<input type="checkbox"/>
Not Observed
<input type="checkbox"/>

The test materials are stored in a secure location:

Compliance
<input type="checkbox"/>
Non-Compliance
<input type="checkbox"/>
Not Observed
<input type="checkbox"/>

The test materials are distributed in accordance with the testing plan.

Compliance
<input type="checkbox"/>
Non-Compliance
<input type="checkbox"/>
Not Observed
<input type="checkbox"/>

280 Busha Road ■ Carnesville, Georgia 30521

[www.franklin.k12.ga.us](http://www.franklin.k12.ga.us)

*The Franklin County School System does not discriminate on the basis of sex, race, religion, age, national origin, marital status, or handicapping conditions.*

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

Displays of instructional classroom materials on walls, bulletin boards, and student desks, which may provide students with assistance answering test questions and/or test-taking strategies are covered or removed:

Compliance <input type="checkbox"/>
Non-Compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

Test materials. Specified in the manual, are provided for all students during the test administration

Compliance <input type="checkbox"/>
Non-Compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

The test administrator and proctor are providing a positive test-taking environment by avoiding distracting behaviors such as holding extended conversations with each other, reading newspapers or novels, eating, carrying out other personal or professional duties, or talking/texting on cell phones.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

The test administrator and proctor are moving quietly throughout the room, monitoring student progress to ensure that students are following test directions, performing the required tasks, not sharing responses, and that eligible students have access to required accommodations.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

The test administrator and proctor do not leave the students unattended at any time during the test period.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

Accommodations are given in accordance with the documentation provided from the Individual Education Program or Written Accommodation Plan for Section 504, or LEP.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

Doors are unlocked and/or opened for monitoring purposes.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

Windows in doors are exposed for monitoring purposes. If windows are not exposed, doors must be ajar or open to allow for monitoring.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

Testing times are posted for all students to see so that they may pace themselves. All students are to be given ample time to complete the test.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

The Principal and/or Testing Coordinator are walking around the monitoring the testing sites. The Test Coordinator is accessible at all times.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

# Franklin County School System



*“Preparing Students for the Challenges of Tomorrow”*

“Testing Do Not Disturb” signs are posted on the door of each testing site.

Compliance <input type="checkbox"/>
Non-compliance <input type="checkbox"/>
Not Observed <input type="checkbox"/>

Comments or Concerns: Please report all non-compliance issues to the System Test Coordinator ASAP!