

PIERCE COUNTY SCHOOL SYSTEM



TEST SECURITY PLAN 2016-2017

**PIERCE COUNTY SCHOOL SYSTEM
TEST SECURITY AND IMPLEMENTATION PLAN
2016-2017**

The Pierce County School System Plan for test security and the implementation of the State Testing Program along with any supplemental testing will be comprised of the following areas:

- I. Introduction**
- II. Testing Personnel**
- III. Testing Calendar**
- IV. Test Security and Accountability**
 - A. Security Breaches/Irregularities/Code of Ethics**
 - B. Cell Phone/Electronic Device Use of Georgia Standardized Assessments**
 - C. Calculator Allowances and Restrictions**
- V. Test Distribution and Storage**
- VI. Roles and Responsibilities**
 - A. Superintendent**
 - B. System Test Coordinator**
 - C. Principal**
 - D. School Test Coordinator**
 - E. Examiners**
 - F. Proctors**
- VII. Test Administration**
 - A. Makeup Sessions/Hospital Homebound**
 - B. Emergency/Unexpected Situations**
 - C. Testing Plan of Action if required**
- VIII. Collection and Scoring**
 - A. Return of Test Materials**
 - B. Dissemination of Test Information**
 - C. Retention of Files of Test Results**
- IX. Forms**
 - A. Examiner's Certification of Adherence**
 - B. Test Security Information**
 - C. Test Security Agreement**
- X. Georgia Student Assessment Handbook**

I. Introduction

The purpose of the Pierce County Assessment Program is to measure the level of student achievement of the state-adopted curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist our schools in identifying strengths and areas of improvement in order to establish priorities in planning educational programs. In order to fulfill the purpose and maintain integrity of the statewide assessment program, test security must be established. Occurrences that violate test security risk damage to test integrity and could result in the invalidation of test scores.

II. TESTING PERSONNEL

The Superintendent, the Board of Education, or their designated representatives will appoint the testing personnel. The personnel are as follows:

- | | |
|---------------------------------------|---|
| A. System Testing Coordinator: | Pam Brooks, Evaluation Specialist
Anita Harris, Special Programs/Testing
(Appointed by Superintendent) |
| B. School Testing Coordinator: | Counselors at schools (Appointed by the
Principal of each school)
PCHS Tommy Doss
PCMS Stephanie King
BES Sherry Bowen
MES Kim Lydon
PES Ashlee Todd |
| C. Assistant School Test Coordinator: | The Assistant School Test Coordinator will
be used in the absence of any School Test
Coordinator (Appointed by the Principal)
PCHS Angie Milton
PCMS Lanna Denison
BES Greg Gay
MES Walker Todd
PES Teresa Dixon |
| D. System Information Specialist | Amy Evors
(Appointed by Superintendent) |

PIERCE COUNTY SCHOOLS
TESTING CALENDAR
2016-2017

August 1-May 12, 2017	GKIDS (Kindergarten will assess throughout the year) (Kindergarten)
August 8-26, 2016	Georgia Milestones EOC mid- month (Grades 9-12)
September 6-March 24, 2017	GAA Administration (K, 3-8, 11)
September 12-23, 2016	Georgia Milestones EOC mid- month (Grades 9-12)
October 11-21, 2016	Georgia Milestones EOC mid- month (Grades 9-12)
October 19, 2016	PSAT (Grade 10)
November 7-18, 2016	Georgia Milestones EOC mid- month (Grades 9-12)
November 28-December 8, 2016	Georgia Milestones Winter EOC (Grades 9-12)
January 13, 2017	GKIDS Mid- Year Data Checkpoint (Kindergarten)
January 10-12, 2017	NNAT-2 (Grade 2)
January 17-27, 2017	Georgia Milestones EOC Mid-month (Grades 9-12)
January 17-March 3, 2017	ACCESS Test Administration (Grades K-12) Alternate ACCESS Test Administration (Grades K-12)
January 23-March 3, 2017	NAEP (If chosen) (Grade 4, 8, 12)
February 13-24, 2017	Georgia Milestones EOC mid-month (Grades 9-12)

March 13-24, 2017	Georgia Milestones EOC mid- month
March 10-24, 2017	Return of GAA for Scoring (Grades K, 3-8, and 11)
April 17-May 2, 2017	Georgia Milestones EOG Main Administration and Georgia Milestones EOG Make-up (Grades 3-8)
April 24-May 5, 2017	Georgia Milestones Spring EOC (Grades 9-12)
TBD by College Board	AP Administration (Grade 12)
May 12, 2017	GKIDS End of Year Data Due (Kindergarten)
May 15-19, 2017	Georgia Milestones EOG Retest Administration (Grades 3-8)
June 19-July 21, 2017	Georgia Milestones Summer EOC (Grades 9-12)

IV. TEST SECURITY AND ACCOUNTABILITY

A. Security Breaches/Irregularities

Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed as inappropriate use or handling of tests and will be treated as such. Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. The guidelines apply, where applicable, to both paper and online test administrations and environments. Any concern regarding test security must be reported to GaDOE immediately.

As a part of pre-administration trainings, a review will be conducted on breaches of test security, testing irregularities, and the Code of Ethics. The following list will be covered for breaches of test security and irregularities:

- coaches examinees during testing, or alters or interferes with examinees' responses in any way;
- gives examinees access to test questions or prompts prior to testing;
- copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets;
- makes answers available to examinees;
- reads, reviews, notates, photographs, shares, transmits test questions before, during (unless specified in the IEP, IAP, or ELL/TPC), or after testing, this is applicable to both paper and online test forms;
- questions students about test content after the test administration;
- 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, during, and after testing (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
- uses or handles secure test booklets and answer documents, online testing log-ins/passwords/test forms for any purpose other than examination;
- fails to follow administration directions for the test.

- participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.
- erases, marks answers, or alters responses on an answer document
- fails to properly secure and safeguard pass codes/usernames necessary for online test administration
- failure to create an appropriate test environment
- testing session disruption for any reason
- student cheating (sharing answers, using electronic devices to copy, send, share answers or test information
- use of cell phones or other electronic devices
- examinee given access to test questions or prompts prior to testing
- test Examiner or other personnel copied or reproduced and distributed secure test materials
- test Examiner or other personnel coached examinee(s) during testing
- test Examiner or other personnel altered or interfered with examinee's responses in some way
- test Examiner or other personnel made responses available to the examinee
- test Examiner or other personnel failed to follow regulations and/or procedures for test security
- test Examiner or other personnel used or handled the test materials for a purpose other than test administration (i.e. teacher takes a test home to review; teacher/administrator reads a test booklet after school)
- test Examiner or other personnel failed to follow administration directions for the test
- examinee's test booklet answer sheets, or portfolio entries (for GAA) become lost
- teaching aids are displayed in the testing environment (i.e. a bulletin board containing relevant instructional materials) during testing

- test examiner fails to provide an examinee with a documented accommodation or provided examinee with an accommodation that is not documented and therefore is not appropriate.

All signs of any breach of testing security or testing irregularities will be dealt with immediately. The following steps will be adhered when reporting a breach or an irregularity.

Examiner:

- Contact the School Test Coordinator if any cheating or security violations are suspected.

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 after she/he calls the GaDOE Assessment Administration Division Assessment Specialist.
- 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
- 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 in the GaDOE 0385.
- The Assessment Administration Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission.

The System Test Coordinator is not required to call for guidance on irregularities concerning common place interruptions (i.e. alarms, sickness, cell phones/texts ringing, power outage, etc). All events that may/do constitute irregularities must be coded and documentation completed and submitted to the GaDOE Assessment Administration Division. Only the GaDOE may invalidate assessments.

Professional Ethics

Standardized testing has become a basic component of accountability for students, teachers, administrators, schools and school systems in Georgia. When tests are properly administered, scored and interpreted with a high degree of professionalism, all of the stakeholders can be guided to make reliable and appropriate decisions.

A good testing program provides the following benefits:

- Students, based on their individual test scores, will know which skills and knowledge they have mastered and how they compare to other students.
- Parents can evaluate whether their children are obtaining the skills and knowledge they need to be successful during and after their school experiences.
- Teachers can determine if students have mastered the skills and knowledge needed to advance to the next level and if not which skills and knowledge are in need of improvement.
- Community members can compare local student performance with performances of students in other locations. The community has a measuring stick to determine if schools are making improvements from year to year.

For reliable and valid reporting, tests must be administered fairly and ethically. In the pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed 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 state-adopted content standards 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.

The Professional Standards Commission adopted an updated **CODE OF ETHICS FOR EDUCATORS** effective 2009. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct.

While the entire Code of Ethics for Educators is critical, the following standard addresses testing specifically and will be addressed with each test administration by the System Testing Coordinator.

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***

Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Pierce County educators are required to report all breaches immediately with written documentation. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

Disciplinary Action: The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder.

B. Cell Phone/Electronic Device Use on Georgia Standardized Assessments

Students are not permitted to use any electronic device that could allow them to access, retain, or transmit information (e.g., cell phone, smartphone/watch, PDA, electronic recording, camera, or playback device, etc.). Announcements **will** be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system's student code of conduct and/or test invalidation. Devices such as those mentioned above that are brought into the testing environment will not remain in the student's possession during testing. **All cell phones or electronic devices will be collected and secured in baskets and put away so that they are not accessible during testing.** In the event a student brings such a device into the testing environment but does not have the device out during testing, the examiner and/or proctor will collect the device if they become aware of its presence and should allow the student to continue testing.

In the event an examiner **confirms** during testing that a student is using a device to **access, retain, or share** information, the examiner will with minimal disruption:

- collect the device,
- **stop testing that student,**
- remove the student from the testing session, and
- notify the School Test Coordinator immediately.

In the event such actions are **suspected**, *but not yet confirmed*, the examiner will with minimal disruption:

- collect the device,
- **allow the student to complete testing,**
- notify the School Test Coordinator immediately, and
- as soon as it is appropriate attempt to confirm whether or not the device has been used in violation of the guidelines above.

Simple possession of a device (including the ringing of a phone during test administration) will be addressed in keeping with the system's code of conduct and does not require an irregularity report to the GaDOE.

If it is confirmed that the student did use, or intended to use, the device to access information and/or to photograph, post, retain, share, or transmit information/images from any portion of a secure test booklet and/or answer document the test for that student will be invalidated. The School Test Coordinator will notify the System Test Coordinator. The System Test Coordinator will contact the Assessment Specialist at the Georgia Department of Education (GaDOE) and report the incident as an irregularity. An Irregularity Form, with statements, will also be submitted to the GaDOE as soon as possible on the MyGaDOE Portal. Students who receive, from another party, messages/posts/texts that contain secure test information may also have their test invalidated if the information received is used by them to gain an advantage. Students and staff are expected to report all instances where they receive electronic information from another person containing secure test content/materials published by the GaDOE.

Local systems should be aware, and may make students aware, that the GaDOE monitors various websites/social media sites in search of instances where individuals may have posted secure test information. GaDOE works with websites/social media sites to identify the source of any such posting that becomes known. Such actions may result in invalidation and disciplinary action in accordance with the system's code of conduct. **Importantly, examiners and proctors will be vigilant regarding test materials, test security, and the risks**

associated with electronic devices in the testing environment. While this has always been important, it has become increasingly important given the existence of social media and various smartphone applications.

Each electronic device incident will vary and will be handled on an individual basis. Once the information has been evaluated, the GaDOE will determine if the assessment should be invalidated. If necessary, the assessment specialist will provide instructions for coding the invalidation. Please make certain that you provide the GaDOE with as much information as possible in order for the Department to determine if the assessment should be invalidated.

All users accessing technology resources provided by Pierce County Schools shall comply with the guidelines provided in the Pierce County Internet Safety and Acceptable Use Policy as well as all other Board of Education policies and procedures pertaining to cell phones and other electronic devices. The district will continue to apply and enforce their local discipline or other policies regarding the use of electronic devices. Only the GaDOE will determine if the assessment should be invalidated.

Examiners and proctors will refrain from having phone conversations, sending emails, sending texts, posting to social media, etc. during their administration of a test to students and during the time they possess secure materials. This does not apply to a need that a staff member may have to use such a device in the event of an emergency/urgent situation.

If questions arise, or if any situation occurs that could cause any part of the test administration to be compromised, System Test Coordinators will contact the Assessment Administration Division at 404-656-2668 or 800-634-4106.

C. Calculator Allowances and Restrictions

Georgia Milestones Assessment System

Systems, schools, and students must adhere to the guidelines provided below. It is incumbent upon System and School Test Coordinators, and Test Examiners, to ensure that all calculator policies are implemented and followed. Calculators may not be shared by students. By design, calculators are not required for any Georgia Milestones test item. Instead, calculators are an allowable tool for student use as noted below.

Allowable Calculators for Georgia Milestones:

- Grades 3-5 EOG: No calculators allowed

- Grade 6 EOG: Basic four-function calculator with square root and percentage functions
- Grade 7-8 EOG: Scientific calculator or basic Calculator
- Coordinate Algebra EOC: Graphing calculator or Scientific Calculator
- Analytic Geometry EOC: Graphing calculator or Scientific Calculator
- Algebra I EOC: Graphing calculator or Scientific Calculator
- Geometry EOC: Graphing calculator or Scientific Calculator
- Physical Science EOC: Scientific or basic calculator
- Economic EOC: Scientific or basic calculator

In grades 6-high school, calculators are allowed for all students on certain sections of the mathematics test. All students may use a calculator on these sections. For the no-calculator subsection of the mathematics tests at these grades, it is not permissible to assign a calculator as an accommodation. **No student may use a calculator on the designated no-calculator subsection in grades 6-high school.** It is not permissible to prescribe use of a calculator as an accommodation for the no-calculator subsection in grades 6-high school. Use of a calculator in the no-calculator subsection may result in invalidation. All calculators being used for the assessment should have no programs stored in memory other than those that are factory installed. Any non-factory programs or applications must be removed or disabled prior to testing.

One (1) allowable hand-held calculator is permitted in online testing environments during the 2016-17 school year. Districts may elect to allow use of only the online calculator; however, districts must ensure that all schools (and examiners) are consistent across the district. Pierce County will decide from year to year to allow or not allow hand-held devices in an online test setting and it will be consistent district-wide.

All questions regarding calculator usage should be directed to the System Test Coordinator who will then contact the GaDOE Assessment Division if necessary.

V. Test Distribution and Storage

All test booklets, answer documents, Examiner's Manuals, School Test Coordinator's Manuals and System Test Coordinator's Manuals are distributed to each school system one to two weeks prior to the test dates depending upon the assessment. Test tickets for online testing are also available in advance of a local districts' testing window. Manuals are posted on the GaDOE web site prior to testing. Testing materials must be stored in a secure central location. Each school will implement an accounting system for each test administration. The Superintendent and System Test Coordinator are responsible for test security. When testing materials are received and counts verified at the central office by the System Testing Coordinator then all testing materials will be stored in the testing closet at the BOE and will remain locked until distribution to the local schools. The School Test Coordinator and School Principal, in coordination with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to the schools and once online test tickets are printed. . Tests will be distributed to each school by grade and for the exact number of students (with a small surplus for emergencies). The System Test Coordinator will distribute test materials to the School Test Coordinator allowing an appropriate amount of time before testing is to begin. During this period, teacher orientations or Training workshops will be conducted. School Test Coordinators will also manually count all packages of materials comparing to invoice. When manually counting contents of each package, all packages will be kept intact. Only the corner will be cut of answer documents and test booklets will be counted by their spine seen through the packaging. Shrink wrap on test booklets will not be opened until the final stages of preparation for test day. School Test Coordinators will be required to report discrepancies from the packing slip immediately to the System Test Coordinator. The System Test Coordinator will verify the shortage/overage and report it to the GaDOE or the testing company. Whenever tests or administration materials are not in use, they will be stored in a secure locked location with restricted access. Tests will be stored in the schools' testing closet with the exception of the high school securing their tests in the vault. These areas will be locked at all times with a limited number of keys belonging only to the School Test Coordinator and the School Principal. No student, teacher, or other school personnel will have access to test booklets or questions prior to testing; this is inclusive of online test tickets. Tests will be returned to the central location (System Test Coordinator) as soon as possible, but no later than three days after all test administration has been completed. The System Test Coordinator will implement an accounting system between the central office and the school, and then back to the central office. The System Test Coordinator will ensure that only she/he will have access to testing materials while at the central location, BOE. Procedures for disposing of and securing materials are specific to each assessment. The System Coordinator will consult the System Test Coordinator's Manual for each test and follow specific instructions listed. Online test tickets will be maintained securely until scores are received for students. The district will securely destroy tickets once it is confirmed that all students have received scores and that there are no outstanding irregularities surrounding the students' test administration. Schools will retain student sign-in sheets, security checklists/test booklet distribution logs and documentation of testing anomalies unless otherwise requested from the System Test Coordinator for a minimum for four years.

VI. ROLES and RESPONSIBILITIES

This section on security includes information that applies to both test coordinators and teachers. This information is intended to help teachers understand the procedures that test coordinators use to inform them of their responsibilities. The need to be very careful regarding test security is critical. Test coordinators will be made aware of their responsibilities and will make everyone who assists them with test administration aware of his/her responsibilities during a testing training at their respective schools. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, will be made aware of security rules. The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.

A. 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 activities.
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 prescribe 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 calendar are planned so that all tests are administered according to the state-published testing calendar.

B. 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 or large print).
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.

C. 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 ELL/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).
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 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.

D. 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. Conducts orientation and training sessions for Examiners and Proctors.
14. Adheres to system testing schedule.
15. Distributes test materials to and collects from each Examiner on the testing days.

16. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.
17. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
18. 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 167 of this handbook).
19. Provides each Examiner with a list of student FTE and GTID numbers.
20. Gives Examiners extra No. 2 pencils, pens for writing tests, and resource materials, if appropriate.
21. Accounts for all students in terms of testing requirements.
22. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.
23. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator to ensure that student identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
24. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
25. Packages and returns materials to System Test Coordinator according to directions and time line.
26. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
27. Maintains dated student sign-in/sign-out sheets for each test administration.
28. Ensures that students have only one opportunity to test during each window.
29. Ensures that for any students not currently enrolled in their local school, the following protocol is applied:
 - a. contacts students' school 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 test administration.
30. 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.

E. 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 should 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.
 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 should be free of any writing except for test procedure information.
- * **Certified** educators (teachers, counselors, administrators, paraprofessionals) must administer all assessments. Educators without Georgia certification from the Professional Standards Commission may not administer state assessments.
- * The term **Examiner** refers to the person administering the assessment.

F. 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 test 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 ELL 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.

VII. TEST ADMINISTRATION

The Pierce County School District uses the “Train the Trainer” Model to deliver most pre-administration training to all administrators, school test coordinators, examiners and proctors. This allows for the System Test Coordinator to receive her/his training from the GaDOE and then she/he to train all School Test Coordinators. Afterwards the School Test Coordinator will redeliver the training to all administrators, examiners, and proctors in their respective schools. The System Test Coordinator will prepare all power points, handouts, agendas, sign-in sheets, Test Security Agreements, and other various materials used for the system trainings. The School Test Coordinator will prepare all training materials to be used for school personnel and will make teachers aware of the existence of materials located on the GaDOE Assessment website to familiarize educators with the testing program and to provide teachers with assistance in delivering the instructional program. Occasionally, the System Test Coordinator will be asked to supply all training to faculties, especially for GAA, and ACCESS administrations. If the System Test Coordinator will not be leading the training, then she/he will monitor the trainings at the schools when asked and be available to answer important questions at all times. Regardless, all personnel involved in the administration of any test will be trained before the administration.

For all grades, the following procedures will be observed:

- All mandated tests must be scheduled in accordance with published GaDOE testing dates and calendar.
- In scheduling each mandated assessment, schools must adhere to the testing times prescribed in the Examiner's Manuals.
- The examiners must be Georgia certified educators and must be assisted by proctors, when necessary. One proctor per K-3 classroom is recommended. At least one proctor per 30 students in grades four through twelve is required. Substitute teachers, teacher paraprofessionals, and volunteers may serve as proctors only after being trained in the specific test administration. Parents, other relatives, and guardians who may be paraprofessionals or community volunteers must not proctor the class or grade level in which their child or a relative is a member. Likewise, parents who are school employees should not serve as the examiner for their child or a child of a relative. All proctors should have a thorough orientation to their duties prior to testing (See Test Security for a detailed description of responsibilities).
- If testing is conducted in self-contained regular education classrooms, it is suggested that the examiner be someone other than the regular classroom teacher assigned to those students. However, special education teachers and ESOL teachers may administer the tests to their students. A system/school may choose to establish testing teams within grade levels, may rotate same-grade teachers for testing purposes, or may use other appropriate certified personnel. .
- The Principal, Assistant Principal, and/or designated central office staff must monitor all testing sessions. This is especially necessary when testing is being conducted in multiple locations within a building.
- Seating arrangements should ensure that each student has adequate workspace for test booklets and answer documents, with sufficient space between students to discourage copying and to permit them to handle materials comfortably. For EOC and EOG online assessment, measures should be taken so that students may not see adjacent computer screens to avoid incidences of cheating.
- The rooms should be well lit, adequate ventilation, a comfortable temperature, and freedom from interruption. Rooms should not be located near noisy areas, such as band rooms or play areas. A "Testing – Please Be Quiet" sign should be posted.
- Prior to testing, make a plan to provide activities for elementary and middle students who complete their testing early.
- Take care of restroom needs. Teachers will want to be certain that students, especially younger children, have an opportunity to go to the restroom before the test begins. There should also be ample planned and monitored breaks in the testing schedule. These breaks must be consistent with the administration procedures for each test. In the interest of test security, restroom visits should be monitored.
- Ensure that student name and required information has been accurately bubbled and printed on the answer document.

- The Test Examiner will record the start and stop time of each testing session and/or section.
- The script will be read exactly as directed and no deviations made during the testing process.
- Test Examiners and Proctors will walk routinely by student desks monitoring that students are following instructions, are in the appropriate test sections, and answering in the appropriate section of the answer document.
- Test Examiners will report any problem with a student test booklet to the School Test Coordinator immediately who will relay the information to the System Test Coordinator who will notify GaDOE.
- Test Examiners, Proctors, and Monitors will not discuss test questions or answers with anyone, including students.
- State assessments may be administered Monday through Friday only and during a system's/school's normal operating hours. Administrations for Hospital/Homebound may be an exception.
- Online testing may be administered only during the times of day that the applicable online testing platform is provided under the terms of GaDOE's contractual agreement. Online testing is not for use on weekends.

Preparing for Testing

- The most current information for any test administration will be provided through the applicable pre-and/or mid-administration webinars and/or a Testing Update Bulletin at least two weeks prior to the date of the test.
- Check necessary supplies and materials that must be available for testing.
- For online testing, completion of all readiness checks must occur as prescribed by GaDOE.
- Pre-ID labels must be used to provide accurate student information for state tests. Read Update Bulletins carefully for current information on use of labels specific to each test. Labels with incorrect information should not be used.
- Make teachers aware of the posting of Test Coordinator's and Examiner's Manuals at GaDOE in advance of testing.
- School Test Coordinator must count all materials before disseminating to examiners. Examiners must verify county before testing begins. At the end of testing each day, the examiner must account for all materials before dismissing students and return to the School Testing Coordinator within 30 minutes of completion of test. The School Testing Coordinator must count all materials as teachers check in the materials at the end of testing each day of testing.
- Write any necessary identifying information on the chalkboard prior to beginning the testing session.
- Given that the health and dignity of students should never be jeopardized, schools must have a place for students who become ill during test administrations. If a health/restroom related need develops that is urgent, a student may be escorted to the restroom/clinic and their materials secured. If the event is of a short duration, the student may return to testing and receive the time lost due to their need to exit

the test setting. This should be documented by the school and reported to the System Test Coordinator but does not have to be reported to the GaDOE as a testing irregularity. If the student is unable to return to a test session, report this event as a testing irregularity on the GaDOE Portal. If the student has not started the next section, they may be permitted to complete that next section during a make-up session.

- Help students manage the test booklets and answer documents efficiently.
- Students should be directed not to use the answer document as scratch paper for doodling.
- Organize and monitor available test-taking time. Students should be made aware of the time allocated for the test as well as the number of items on the test. Teachers should encourage students to review and check answers, if time allows.
- Encourage students to read all questions and answer choices.
- Schools must maintain lists that indicated the name of the Examiner who tested each student and/or class of students.

A. Makeup Sessions

The system testing schedule will be established within the range of the state testing dates, including make-up dates. The School Test Coordinator will follow appropriate test administration procedures when scheduling make-up sessions. Make-up days will be designated for all tests. Make-up tests are intended for students who are unavoidably and unexpectedly absent on the regularly scheduled testing day. Makeup tests are not intended to accommodate students whose activities conflict with regular state testing dates. School-sponsored activities that would require students to be away from school (e.g., field trips) should be scheduled so that they do not occur within the state-mandated testing windows. If a student is still absent through the scheduled testing dates, he/she must wait until the next scheduled administration. If an administration is required for graduation or promotion, and if there are extenuating circumstances, a special administration may be requested through the Assessment Administration Division of the GaDOE.

Hospital/Homebound

The goal of Pierce County School System with homebound students requiring state assessment is to provide an administration of the test that, as closely as possible, approximates the administration that is being conducted at the student's home school. If the student will be tested at home or in the hospital, the examiner should administer the test at the same time (if possible) and must use the same administration procedures being used in the school. The examiner must be a certified teacher who has been trained to administer the test. For test security, examiners must check out assessment materials from the School/System Coordinator, administer the test on the designated date, and return materials to the School/System Coordinator at the end of each testing day. Test materials should not be checked out overnight. That is considered a testing breach of test security.

Online testing that is conducted in this manner must take place using equipment owned by the local system/school. The security of the network used to administer the test must be confirmed by the System Test Coordinator or appropriate system-level technology personnel prior to testing. The equipment must be returned at the conclusion of each testing day.

B. Emergency/Unexpected Situations

In any unexpected situation, educators must first act to assure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practicable, the integrity of the test being administered is to be maintained. In order to report reliable and valid test scores, the testing situation must be as secure as possible. 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 – Student safety is the priority. Tests should be kept secure (lock door when students have evacuated the room). Students should not take the test outside and should not be permitted to talk during the drill. 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 you be out of the building overnight, materials should be verified prior to resuming testing and examiners need to make certain that students resume testing with the correct materials.

Student becomes ill during the test – Each situation must be considered independently. Remove the student from the testing environment as quickly as possible so that the other students are not disrupted. If cleaning up in the room is necessary, please relocate other students, allowing them time to complete the test. If relocation is not possible, remove students from the room, securing all testing materials. 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 make-ups.

C. Testing Plan of Action (if needed)

Several members of the Central Office staff will monitor during the week of testing. No teacher will test his/her own class. There will be two certified teachers in every class. After testing each day, all answer documents will be sealed in manila envelopes, taped, and dated by the school testing coordinator before placing them in the vault. Any documented action plans will be kept on file.

VIII. Collection and Scoring

A. Return of Test Materials

Specific information related to the collection and scoring of tests can be found in system-level and school-level administration materials that are distributed along with the testing materials. For security purposes, all *Examiner's Manuals*, test booklets, answer documents, test tickets and scratch paper (if allowed) must be returned to the School Test Coordinator daily. All testing materials should be returned not later than 30 minutes after daily testing has been completed. Immediately after testing has been completed, appropriate personnel will perform the following tasks under the supervision of the local school/local system administrative staff.

- Check all coding of identifying information and form numbers, where applicable.
- Count the answer documents and test booklets to account for the appropriate number.
- Check to make certain there are no answer documents left in the test booklets.
- Prepare the answer documents so that the correct information has been recorded in the proper manner. All errors in bubbling student identification information must be corrected.
- Make certain that nothing has been written on the answer documents except in areas designated for recording information.
- For scorable answer document, maintain documentation that indicates which schools, grades, classes/header sheets, etc. are within each box/envelope that is shipped for scoring.
- Completed answer documents (including writing assessments) should not be hand scored or reproduced in any form. Unnecessary handling of documents that will be scanned can contribute to scanning problems and a breach of test security.

Test document cleanup will be done in a group setting with the School Test Coordinator. Test Examiners will not clean up the documents of their own students or students they tested. If major clean up is needed, then a witness must verify what is done. Testing materials will be collected and verified promptly after each testing session. All materials will then be put back in the testing closet/vault at the schools to keep materials secure until the materials can be returned to the System Coordinator. A timeline will be adhered for tests to be kept in any school building after testing. For tests involving only 1 grade, the tests will not be allowed to stay in the school building for more than 1 day. For tests involving several grades or the entire school, the tests will not be allowed to stay in the school building for more than 3 days. Immediately after testing materials have been

accounted for and document cleanup completed in the schools, the School Test Coordinator will contact the System Test Coordinator for delivery of all testing materials back to the BOE. Upon receipt of all materials, the System Test Coordinator will verify the correct counts have been returned by each school. The materials returned from the schools will be signed for and dated by the System Test Coordinator and then the materials will be placed back into the system's inventory. The System Test Coordinator will package testing materials for return recording the box number and what materials are returned in that box. This also includes the book numbers. The System Test Coordinator will assure that all shipping directions and time lines are followed and that all secured test documents for shipping will be left in a secure location before mail pickup by a carrier. All testing rosters, lists, signatures, agendas, sign-in/out sheets, logs, and other system/school materials will be kept for documentation purposes.

B. Dissemination of Test Information

Pierce County School District ensures that test scores become a part of students' records as soon as possible after testing. The following plan will be followed:

- As soon as the Assessment Research and Development Division releases results on the department's secure portal, my GaDOE, the System Coordinator will make copies of the results and share with all appropriate stakeholders (Superintendent, BOE personnel, principals). These electronic data are made available earlier than paper copies to assist in making decisions regarding summer school, graduation, retention and promotion of students.
- As soon as system level electronic data files are also available via the portal, the System Test Coordinator will apply the extraction tool to import any assessment data into Microsoft Excel.
- Because the assessment information provided on the Portal is highly confidential, no one but the System Test Coordinator will have access to the assessment data.
- On the day that paper reports are received at the BOE from the GaDOE or various testing companies, the System Testing Coordinator will take the results to the principal of the school. If the principal is not on campus, the results will be given to the School Test Coordinator and she/he will keep all results or reports locked in The testing closet until the principal receives them. This system will be used to protect all individual student test scores based on confidentiality laws and requirements. When test results or reports are received by the principal then the System Test Coordinator will share how to interpret the scores. Afterwards, the Principal will share the schools' results with the teachers. The System Test Coordinator will leave an interpretive guide to be used for all staff members while disaggregating data as they work in their respective data teams. A more detailed data training will be provided for staff members when a new test program is initiated or when a test has undergone revisions.

- The System Test Coordinator will make copies of all test results for the Superintendent and all other BOE personnel.
- After all test scores have been verified by the GaDOE to be accurate, then a GaDOE representative will contact the County Information Specialist. She/He in turn will inform the citizens residing within our county the collective achievement of all enrolled students by school and system for each particular test. Results will be published in the newspaper, put on our website, shared with board members, presented at local civics organizations, and be sent to every citizen through the publication of the Superintendent's Report. A paper report will be shared with all parents concerning their child's performance.
- The System Information Specialist will work with the local RESA disseminating data and rank our county in relation to the other counties making up our local RESA district. These findings will be made public by the same system already mentioned to provide the public with accurate and complete information regarding test results. The Pierce County School District will go beyond reporting results to provide an explanation of how the results will be used to improve instruction. Test results will focus on the purpose for giving the assessments, promoting student learning, and improving student achievement.
- The System Test Coordinator will keep all electronic files locked in a secure manner with test confidentiality stressed. An end-of –the-year data file disk will be created by the System Test Coordinator and given to each school with all testing results for the year.
- The System Test Coordinator will retain all testing rosters, lists, signatures, agendas, sign-in/out sheets, logs and other system training materials. The School Test Coordinator will retain all testing rosters, lists, signatures, agendas, sign-in/out sheets, logs and other school training materials.

C. Retention of Files of Test Results

The Pierce County School District will rely on the document *Retention Schedule for Local Government Records* to specify the retention schedule for school test score reports. This information implies that any criterion-referenced reports containing summary data for schools or systems are retained for ten years. Reports such as class lists, achievement rosters, diagnostic summaries, etc., fall into the four-year category. Reports that extend beyond the retention dates should be destroyed. Individual student reports may be destroyed if there are records of scores in the student's permanent record. All test records should be retained by the school/system for as long as the data may be needed to support the student's educational program or as required elsewhere in Georgia Board of Education rules or state law. Online test tickets may be maintained securely until scores

are received for students. Districts should securely destroy tickets once it is confirmed that all students have received scores and that there are no outstanding irregularities surrounding online test administrations. The district will retain student sign-in sheets, security checklists/test booklet distribution logs, and documentation of testing anomalies for a minimum of four years.

IX. Forms

PIERCE COUNTY SCHOOL DISTRICT

Examiner’s Certification of Adherence to Prescribed Test Administration Procedures

PIERCE COUNTY SCHOOLS

2016-2017

Check appropriate response and explain any problems relating to security or administration procedures, which may have occurred. Use an additional sheet as necessary.

YES NO

- 1. The *Examiner’s Manual* was thoroughly reviewed prior to the first testing session.
- 2. All Testing Materials were carefully counted when received. Any discrepancies were reported to the School Test Coordinator and were successfully resolved.
- 3. All testing materials were kept in a secure location while in the examiner’s possession and no one was allowed to record, copy or make a conscious mental note of any testing item, answer documents and/or student responses. This includes all online testing authorization tickets, codes, etc.
- 4. All procedures for testing as given in the *Examiner’s manual*, including readings of all directions to students word for word, were followed.
- 5. No student left the room during a testing session. If an emergency situation or urgent personal need did necessitate a student’s leaving, an explanation can be found on the back of this sheet.
- 6. Proper classroom control was maintained and students were on task during the testing period. This includes ensuring that student electronic devices were not present in the testing setting and/or were collected per local school/system procedures.
- 7. While students were assisted with procedural aspects of the test, no assistance was offered which could have influenced a student’s response to any test item.
- 8. With direct administrator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic and identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
- 9. The use of reference materials was not allowed unless specified in the Examiner’s Manual.
- 10. A roster of students was maintained and turned in to the School Test Coordinator along with an answer document for each student taking all or part of the test.
- 11. All testing materials issued were carefully counted and returned to the School Test Coordinator.

Examiner’s Signature _____
Date _____

PIERCE COUNTY SCHOOL DISTRICT

TEST SECURITY INFORMATION FOR SCHOOL TEST COORDINATORS/TEACHERS/EXAMINERS

This section on security includes information that applies to both test coordinators and teachers. This information is intended to help teachers understand the procedures that test coordinators use to inform them of their responsibilities.

The need to be very careful regarding test security is critical. Test coordinators should be certain that they are aware of their responsibilities and have made everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing should also be aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators may have to make decisions on what actions should result. Attempting to analyze each situation by asking the following questions may help to decide the proper action to take:

- Could this possibly give one student an improper or unfair advantage over others?
- Could this possibly give one teacher's class an improper or unfair advantage over others?
- Could this possibly give a student or teacher advance knowledge of the test?
- Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum for the subject area to be tested?
- Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the GaDOE *Student Assessment Handbook*, or the instructions in the Examiner's Manual?

If the answer to any of the above was yes, then the action would be improper and should not be taken. This does not mean that teachers should not prepare students for standardized tests. They could have a daily review of skills or concepts that are to be tested. They should also be taught appropriate test-taking skills. Teachers should contact the School Test Coordinator for any questions about testing issues. If an answer is not readily available; one will be obtained from the GaDOE by the System Test Coordinator.

Following is a list for consideration prior to testing. The list should not be considered all-inclusive.

Must Do:

- Contact the School Test Coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.

- Keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.

- Be certain that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security. Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. Untrained examiners must not be allowed to test.

- Perform all necessary readiness checks in advance of online testing.

- Adhere to calculator and cell phone policies and guidelines

- Be certain that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the School Test Coordinator immediately.

- Distribute testing materials as close to the actual testing time as possible.

- Be certain that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.

- Make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying that they do.

- Be certain all persons returning materials sign a check-in sheet. This sheet should show date and time.

- Be certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security. Only staff members who have been trained on the proper management of secure test materials should handle such materials.

- Follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.

- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12 if this is done in advance. This should be done in a central and well supervised location.

- Take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.

- Adhere to the expectations set forth in the Student Assessment Handbook, and by the local system, relative to student possession of electronic devices in the test setting.
- Teachers must collect and turn in to the School Test Coordinator any scratch paper used during a standardized test and the School Test Coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
- Teachers should notify the School Test Coordinator of any problems that occur during testing. School Test Coordinators should immediately notify the principal in writing of any problems and then notify the System Test Coordinator. If necessary, the System Test Coordinator will notify the GaDOE.
- Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below and also ensure that everyone involved in testing is aware of professional practices and the consequences of violations

Must Not Do:

- Allow anyone to see test forms for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no notes may be made about test content, including secure GAA portfolio entries.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items or practice materials, or GaDOE publications such as Test Content Descriptions and Student Study Guides.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. This violates standardized test conditions and may invalidate scores. Directions may be clarified.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test content descriptions/objectives, test profiles, test results, or test preparation.
- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.

- Alter or interfere with a student's responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

I received a copy of this three-page document (*Test Security Information for School Test Coordinators/Teachers/Examiners*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name: _____

PIERCE COUNTY SCHOOLS TEST SECURITY AGREEMENT

This is to certify that _____ has received training for the administration of the test name and agrees to maintain test security and specifically agrees to the following conditions:

- Under no circumstances may any testing materials be reproduced or duplicated for individual or group use.
- It is a breach of test security if an examiner or anyone who comes in contact with testing materials performs any of the following:
 - Gives examinees access to test questions prior to testing
 - Uses test materials in any manner inconsistent with test security regulations
 - 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, during, and after testing
 - Participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts
 - Opens a test booklet and reads the content
- The contents of state mandated tests, either in whole or in part, shall not be shared in any manner with any person, adult or child.
- The contents of the answer document, either in whole or in part, shall not be shared in any manner with any person, adult or child.
- Removal of stray marks on the answer document may be made, but no changes may be made to answers on the document.
- All testing materials received for testing shall remain secure and accounted for at all times. All materials will be signed for and the same number of materials will be returned to the appropriate school testing coordinator.

I understand that failure to abide by the above conditions may result in the disqualification of identified students' test scores if it is found that students had knowledge of any contents of the test or associated testing materials. I further understand that failure to abide by the above conditions or failure to comply with the U. S. Copyright Laws protecting test materials could result in legal action.

Signature of Educator _____ Date _____