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**WILKINSON**

**COUNTY**

**SCHOOLS**

**TEST SECURITY**

**PLAN**

**2014-2015**

## **Introduction**

The Test Security Plan sets forth the test security procedures and responsibilities that the Wilkinson County School District has established for all testing programs. These procedures were established for participation in training webinars provided by the Georgia Department of Education (GaDOE). This plan includes items taken directly from the GA DOE Student Assessment Handbook that is located via the following link:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/Student%20Assessment%20Handbook%202014-2015%20FINAL%2091814.pdf>

## **Assessments**

Wilkinson County Schools testing program includes local, state, and national assessments. The assessments are utilized to determine strengths and weaknesses of the student's mastery of state standards, instruction, and programs. The following assessments are administered by Wilkinson County examiners:

### National Assessments

- Preliminary Scholastic Aptitude Test (PSAT) – grades 9 -12
- Advanced Placement Exams – Grade 12
- National Assessment of Educational Progress (NAEP) – grades 4,8, & 12

### State Assessments

- Assessing Comprehension and Communication in English State to State (ACCESS) for English Language Learners
- Georgia Milestones End of Grade (EOG) – English/Language Arts, Math, Science, and Social Studies for Grades 3-8
- Georgia Milestones End of Course (EOC) - Ninth Grade Literature, American Literature, Physical Science, Biology,

Coordinate Algebra, Analytic Geometry, U.S. History, and Economics/Business/Free Enterprise in Grades 9-12.

- Georgia High School Writing Test (GHSWT) - Grades 11-12 (remains a diploma requirement for 2014-2015)
- Georgia Alternate Assessment (GAA) for all students who meet the criteria in grades K, 3-8, and 11.
- Georgia Kindergarten Inventory of Developing Skills (GKIDS) - Kindergarten students
- Grades 1 & 2 Instructional Assessments

#### Legacy State Assessments:

- Georgia High School Graduation Tests (GHSGT) – English/Language Arts, Mathematics, Science, and Social Studies – Grades 11-12
- End-of-Course Tests (EOCT) (Program ends November 21, 2014) - Coordinate Algebra, Analytic Geometry, Ninth Grade Literature and Composition, American Literature and Composition, Economics/Business/Free Enterprise, U.S. History, Biology, and Physical Science – principally in Grades 9-12

#### Local Assessments

- Wilkinson County Benchmarks- ELA, Math, Science, and Social Studies - Grades K-12
- Universal Screeners - Grades 1-12

## **Security Plan Overview**

The intent of the test security plan is to provide protection for the assessments, prevention of ethics violations, and to maintain high program standards and integrity.

## Test Security

The Test Security documents found in the Student Assessment Handbook (p. 26-50) are used to train Principals, School Test Coordinators, Examiners, and Proctors on following topics:

- Security Breaches - actions that compromise test security
- Testing Irregularities - examples of irregularities and how to report irregularities
- Prohibited use of Cell Phones or any Electronic Device on Assessments
- Calculator Allowances and Restrictions on Georgia Milestones EOG and EOC, as well as on Legacy Programs such as EOCT and GHS GT
- Professional Ethics (Standard 11)-Reporting requirements and disciplinary actions
- Georgia Student Assessment Program Responsibilities
- Test Distribution and Storage
- Test Security Information for School Test Coordinators, Teachers, and Examiners – a copy of this three-page document is signed by all school test coordinators, teachers, and examiners
- Roles and Responsibilities of Superintendent, System Test Coordinator, System Special Education Coordinator, System Title III/ESOL Coordinator, Principal, School Test Coordinator, Examiner, and Proctor

In accordance with the GaDOE, each principal is responsible for identifying a certified Educator as the School Testing Coordinator with the understanding that the principal has the ultimate responsibility for testing within the school. The principal may not allow persons who have not been trained to serve as examiners or proctors.

## **Handling of Testing Materials**

The System Test Coordinator inventories all test materials that arrive for the district. Following a complete inventory, the appropriate School Test Coordinator is notified that the testing materials have arrived. The testing materials are then stored in a secure vault until a training is held with the School Test Coordinator. The System Test Coordinator conducts training with the School Test Coordinator for the test to be administered. Materials for the trainings include: the School Test Coordinator Manual, the Examiner Manual, information from assessment webinars, and information from any update bulletins provided by the GaDOE. Once the training is complete, the School Test Coordinator inventories the test materials using the Test Tracking Inventory list provided by the System Test Coordinator. All testing materials are then signed out by the School Test Coordinator. The test materials are stored in a secure locked vault until the test date.

The School Test Coordinator distributes test materials to examiners the day of the test. A student testing roster and testing schedule is provided to examiners at the training session. Examiners are given the exact number of test books and answer documents based on their rosters. Examiners count all test books and answer documents in the presence of the School Test Coordinator or Assistant Test Coordinator. Examiners sign all test materials out and in each day of testing. Examiners distribute test books and answer documents to the correct student on the day of testing. Test materials are kept locked in a secure place by the examiner if they are administering a test to more than one class until they are returned to the School Test Coordinator along with any scratch paper. The School Test Coordinator or Assistant Test Coordinator verify by counting that the exact number of test books and answer documents are returned. Following testing, all used/unused test materials and scratch paper are inventoried and returned to the System Test Coordinator.

## **Training**

After receiving training from the System Test Coordinator, the School Test Coordinator trains all examiners and proctors. A dated agenda of the training is

prepared prior to the test date. The sign-in sheet for examiners and proctors, a copy of the agenda, hand-outs, documentation that examiners and proctors were informed of consequences, the sign-out and sign-in sheet for test books and answer documents and all testing rosters are kept in a notebook by assessment by the School Test Coordinator. A copy of this same information is also retained in a notebook by the System Testing Coordinator.

### **Additional Procedures**

1. Access to the test storage facility is limited to the Principal, School Test Coordinator, and Assistant Test Coordinator.
2. The School Test Coordinator and Assistant Test Coordinator are responsible for random monitoring of testing sites; however, they may be assisted by other administrative personnel especially during End Of Course Testing because content area teachers serve as the examiners and are located throughout the building.
3. In the case of student emergencies (illness or restroom) the test examiner must collect the student's test materials and a member of the school testing personnel or a person designated by the School Test Coordinator must accompany the student to and from the restroom. In the case of illness the examiner must collect the student's test materials and the student may not be allowed to re-take that section during the testing period. Students leaving testing for an emergency will not be given additional testing time.
4. In the case of severe weather or the need to evacuate, test examiners shall instruct the students to close their test books, insert their answer document, and place all materials on their desk. The examiner shall evacuate everyone and lock the door behind them.
5. Electronic devices are not permitted to remain with students who are testing. Electronic devices are collected and returned after all testing materials have been collected and the students are ready to be released from testing. Prior to the administration of an assessment, all students are asked to sign an electronic device form.

6. The School Test Coordinator must ensure that only approved calculators may be used in conjunction with testing. Each examiner and/or proctor must monitor the students to make sure that they are using only an approved calculator.
7. The School Test Coordinator visits all testing rooms prior to testing to ensure that all relevant content materials have been removed or covered in the testing room.
8. Multiple testing is only done for End of Course Test in the same content area and on the make-up date.
9. On-line testing is only done for Mid-Month End of Course Tests or End-of-Course Retests in a secure location by a certified examiner. Students are logged in by the School Test Coordinator.
10. Students are only dismissed from their testing site once the majority of the students are finished and all testing materials have been collected and returned. On the make-up date, students are released as they finish the test.
11. Coding for students with accommodations (Special Education, 504, etc) is done by the School Test Coordinator prior to returning answer documents to the System Test Coordinator in a secure location.
12. The School Test Coordinator and School Counselors examine answer documents prior to returning them to the System Test Coordinator to ensure the accuracy of student data, correct placement of labels, bubbles are correctly filled in and that there are no stray marks.
13. The Test Coordinator and the test examiner will transfer large print/Braille answers in a secure location to the student answer document following testing and a Validation Form for Transposing Answer Documents is filled out and signed by both parties and is retained by the System and School Test Coordinators.
14. A schedule of test examiners, proctors, relief monitors and test sites is prepared and distributed to school personnel prior to testing. Alphabetized test rosters are given to the test examiners the day of training and the morning of the test when test materials are picked up. All rosters must be returned to the School Test Coordinator.

15. Once testing is complete, the Examiner's Certification of Adherence to Prescribed Test Administration Procedures on page 172 of the Student Assessment Handbook is signed by all examiners and retained by the School Test Coordinator.

16. All materials specific to testing, except voided documents, test books, and scratch paper are kept on file for a period of five years.

### **Types of Accommodations**

Students with disabilities and EL students often need accommodations when participating in an assessment. If a student needs accommodations and does not receive them, the assessment results may reflect the student's disability or limited English language proficiency rather than the student's acquired skills or knowledge. Accommodations for students with disabilities under the IDEA must be determined at the annual IEP team meeting, while accommodations for EL must be determined at a documented EL/TPC meeting. Section 504 students receive accommodations through an Individual Accommodation Plan (IAP).

Accommodations are usually broken down into the following categories:

- **Setting Accommodations:** adjust the place in which the testing normally occurs
- **Scheduling Accommodations:** adjust the time allowance or scheduling of a test
- **Presentation Accommodations:** adjust the presentation of test material and/or test directions
- **Response Accommodations:** adjust the manner in which students respond to or answer test questions

More information on types of accommodations and modifications can be found on pages 133-139 in the Student Assessment Handbook. Also State Approved Accommodations for Students with Disabilities and English Language students can be found on pages 140-145 in the Student Assessment Handbook.