

Pelham City Schools
System Testing Procedures SY19

Test Security Plan, Procedures and Consequences SY19

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such practices will be reported to the GaDOE and may be referred to the Educators Ethics division of the Professional Standards Commission as failure to adhere to established policies and procedures.

Procedure for reporting an irregularity:

Any signs of any testing irregularity will be dealt with immediately. The Examiner will contact the Local School Test Coordinator if any cheating or security violations are suspected. The Local School Test Coordinator, in turn, will notify the System Test Coordinator. The System Test Coordinator will then immediately contact the Superintendent and the GaDOE Assessment Administration division assessment specialist to determine if the test session can/should continue or if student scores must be invalidated.

Consequences:

The consequences for all testing and/or security violations will be determined by proper authorities based on the severity of the violation. The decision to place an employee on paid/unpaid administrative leave, release them from their contract and/or employment, or have their PSC educator's certificate suspended, will be determined in a timely manner and all actions taken will be in accordance with local, state, and federal guidelines.

Training/Monitoring Plan and Procedures

The Superintendent will ensure that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given. The System Test Coordinator will ensure that all Local School Test Coordinators participate in scheduled trainings provided by the GaDOE, including webinars and face-to-face trainings. PowerPoints, training agendas, and sign-in sheets will be used to document the training received by all test coordinators. Principals will ensure test security within the school building, that distribution of test materials occurs immediately prior to test administration, and all school personnel have been appropriately trained on test administration, procedures, and policies, including accommodations for each assessment given.

In the event of a security violation or data quality issue, an investigation into the incident will begin immediately upon notification of the alleged incident and all personnel will be held accountable for their actions to the fullest extent of the law, including, but not limited to: local, state, federal, and the Professional Standards Commission (PSC) guidelines and regulations.

Training and Monitoring Procedures for Assessments

All faculty members involved with the administration or supervision of testing participate in training sessions to orient them to their duties and responsibilities concerning testing. The system test coordinator provides orientation and training to each school test coordinator in August. Following this training, each school test coordinator conducts training sessions for their respective school faculty. Test examiners and test proctors receive copies of their roles which delineate the "must do" activities and "must not do" activities. Signed copies of this information are collected and sent to the system test coordinator after school officials train all staff. The

system test coordinator provides a detailed orientation and training session prior to each standardized test administration. School test coordinators are prompted to review state training webinar sessions as appropriate. Sign in sheets and agendas serve as documentation of system training sessions for each testing program. Sessions specify district requirements for security and timelines for return of materials. School test coordinators are responsible for conducting training sessions with their staff members prior to the administration of any standardized test. Content of this training will specify state regulations for test administration as well as school procedures and daily schedules for the duration of the testing window. School test coordinators will document staff participation in school based training sessions prior to the test administration period. School test coordinators stay in contact with the system test coordinator on an as needed basis throughout the test administration period. School test coordinators are responsible for reporting irregularities promptly. The system test coordinator will make periodic site visits to observe testing conditions, routines and processes. The system test coordinator will report any observations to the principal and or the superintendent in order to ensure corrective actions are implemented.

Test Distribution/Return Plan and Procedures

Security

Test booklets, answer documents, Examiner's Manuals, School Test Coordinator's Manuals, and a System Test Coordinator's Manual are distributed to each school system one to three weeks prior to the test dates, depending upon the assessment. School Test Coordinators will be responsible for creating student test tickets for all online testing. Student test tickets are treated as all other secure testing documents. All testing materials will be stored in a secure central location. The School Test Coordinator and School Principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools.

Distribution

Tests will be distributed to schools 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 workshops must be conducted. Whenever tests or administration materials are not in use, they will be stored in a secure locked location with restricted access. No student, teacher, or other school personnel will have access to test booklets or questions prior to testing. 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 location and the school, and then back to the central location. The System Test Coordinator will ensure that only appropriate personnel will have access to testing materials.

Return

The following will be submitted to the System Test Coordinator, with all testing materials, after each test administration:

Principal's Certification Form

Test Security Information for School Test Coordinators/Teachers/Examiners signed document

Training Agenda

List of Examinees and Proctors for the current test administration

**The majority of testing will be conducted online in SY19. Student test tickets are secure testing documents.