

## ROLES AND RESPONSIBILITIES

The successful implementation of the statewide student assessment program requires a concerted effort by many individuals at the local level. General responsibilities are described below. More detailed responsibilities are listed on the following pages.

NOTE: 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.

### 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 GaPSC.
6. Monitors testing activities in the local school system to guarantee compliance with regulations established by the State Board of Education (SBOE) and current legislation.
7. Informs local board members, parents, and other citizens about requirements pertaining to statewide testing.
8. Ensures that appropriate local personnel attend GaDOE workshops concerning state assessment programs.
9. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.
10. Ensures that personnel enforce prescribed calculator, cell phone, and electronic device guidelines.
11. Reviews and returns certification/verification forms to the Office of Assessment and Accountability at the GaDOE by the due dates.
12. Ensures that Principal's Certification Forms are completed after each test administration and retained as required.
13. Approves all special administrations.
14. Informs stakeholders residing within the local system's area concerning the collective achievement of enrolled students by school and system.
15. Ensures that local calendars are planned so that all tests are administered according to the state-published testing calendar.
16. Completes the Superintendent's Certification survey form in the MyGaDOE portal due January 31 each year for assessments conducted August 1-December 31 as well as July 31 each year for assessments conducted January 1-July 31 each year.

### System Test Coordinator

1. Coordinates all test administration activities within the school system including collaboration with the Technology Director and/or technical staff, Special Education Director and/or designated staff, Principals, and School Test Coordinators.
2. Coordinates with System Technology Director or Coordinator for the appropriate implementation of technology-based test administrations including scheduling, training, system and device requirements, and other communications.
3. Serves as liaison between the system and the GaDOE for all test administration activities.

4. Coordinates all training plans related to test administration activities (online and paper), ethical behavior of personnel, and test security for personnel and students.
5. Coordinates with various local system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)
6. Assumes responsibility for carrying out the approved plan for administration of all tests.
7. Furnishes all information and submits all forms required by the GaDOE by specified dates.
8. Ensures principals complete the Principal Certification Form for each administration and maintains these forms for five years.
9. Orders special format tests (Braille, large print, advanced reading aids).
10. Receives test materials from GaDOE at a designated time and place and maintains them in a secure location.
11. Reviews and follows all procedures in all administration manuals and is familiar with administrators' roles and proctors' roles.
12. 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, test tickets, passcodes, seating arrangements, etc.
13. 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).
14. Ensures that each test setting (room) is suitable, has an assigned trained examiner, and has the appropriate number of trained proctors.
15. Ensures that prescribed calculator, cell phone, and electronic device guidelines are applied in each school.
16. Accounts for all test materials delivered to the school system and for the disposition of specific materials.
17. Attends statewide testing program meetings/webinars and redelivers to local school coordinators.
18. Arranges schedule for staff to monitor schools during testing sessions.
19. 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 2.0), the system ESOL Coordinator (on the administration of ACCESS for ELLs 2.0/Alternate ACCESS), and any others who have responsibilities related to testing and/or testing materials.
20. Ensures that principals and School Test Coordinators are aware of and follow the protocols/procedures prescribed in *Student Assessment Handbook*, *Accommodations Manual*, testing manuals, and other ancillary materials.
21. Maintains a portfolio of all training session materials and rosters of attendees.
22. Answers questions of all School Test Coordinators and Principals and makes decisions regarding testing, when appropriate.
23. Ensures that School Test Coordinators account for all students in terms of testing requirements.
24. Ensures that all School Test Coordinators or other designated personnel have assigned appropriate accommodations for students accurately in the online platform prior to administration of assessments, and that any corrections made to accommodations include the printing of a new test ticket where required.
25. Ensures strict test security and reports to Superintendent concerning testing irregularities (e.g. student cheating, unethical professional conduct).
26. Communicates to the Assessment Administration Division when testing irregularities occur.
27. 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.
28. Interprets test results to school personnel and appropriate others.

29. 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.
30. Ensures that students, parents, and other stakeholders have access to information concerning all test administrations and utilization of test results.
31. Works with system personnel to communicate to parents of students with IEPs, IAPs, and ELL/TPC plans pertinent information regarding all statewide tests.
32. Monitors each test administration for school or system-level errors and data corrections that may result in the local system being invoiced for additional costs.
33. Communicates any special accommodation requests to the Assessment Administration Division at least six (6) weeks prior to the administration of a state-mandated assessment.
34. Provides information for the Superintendent's Test Certification twice a year to allow for submission by the Superintendent by January 31 for assessments administered between August 1 and December 31; and by July 31 for assessments administered between February 1 and July 30 each year.

### **System Technology Coordinator**

1. Acquires and maintains current information on the statewide testing program, including technology requirements for testing programs, training manuals, and testing schedules.
2. Coordinates with the System Test Coordinator for the appropriate implementation of computer-based test administrations.
3. Attends or views GaDOE assessment technology trainings and webinars.
4. Works with the System Test Coordinator to ensure that all schools have technology ready for online testing.
5. Performs readiness checks for the system and local testing devices.
6. Coordinates with schools so local software is installed and ready for use with each testing administration.
7. Coordinates with schools so that test content is available on servers and student responses can properly send to the testing vendor.
8. Verifies that district network security including firewalls and content filters are configured to work with the testing vendor to allow for test content and student responses to pass through the district network.
9. Verifies that wired and wireless bandwidth is appropriate for testing as defined in the system requirements documentation and training sessions.
10. Monitors district resources during test administrations for quality assurance.
11. Troubleshoots technology issues as they arise prior to and during test administrations.
12. Completes all post-testing tasks as stated in technology manuals, handbooks, and guides.

### **System Special Education Coordinator**

1. Acquires and maintains current information on the statewide testing program, including the section for Students with Disabilities, which is found in the Assessing Special Populations section of the *Student Assessment Handbook* and the *Accommodations Manual*.
2. Acquires and maintains current information of IDEA, state rules, and waiver process for students with disabilities.
3. Provides technical assistance to special education teachers on test administration.
4. Ensures that all due process rights pertaining to the testing programs are provided for students with disabilities.
5. Ensures that IEP teams understand the appropriate selection of approved accommodations for all state-mandated assessments.

6. Ensures that IEP teams understand the appropriate selection and eligibility criteria for students who require the Georgia Alternate Assessment (GAA 2.0).
7. Ensures that appropriate documentation is maintained for all students with disabilities.
8. Ensures that students with disabilities have the appropriate test-taking experience or have been taught test-taking skills prior to taking the tests.
9. Informs System Test Coordinator of the number of special format tests (i.e., Braille, state-approved assistive technology, or large print) needed to test students with disabilities for all test administrations.
10. Informs the System Test Coordinator of any special accommodation requests at a minimum of eight weeks prior to the administration of a state mandated assessment.
11. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.
12. Acquires and maintains current information about the alternate assessments (e.g. GAA 2.0 and Alternate ACCESS for ELLs 2.0).
13. Ensures that the following activities are completed by special education personnel in preparation for all state-mandated assessments.
  - a. Discusses the state-required tests with the students and parents/guardians.
  - b. Informs IEP students and their parent(s)/guardian(s) of pertinent test information and the role of the IEP team in identifying test accommodations, if any, which the student may require to participate.
  - c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment (such as promotion/retention requirements, EOCs constituting 20% of the final course grade, and any relevant local policies). Documents the occurrence of this discussion.
14. Ensures that all special education teachers have been trained to administer the GAA 2.0.
15. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs 2.0.
16. Coordinates with the System Technology Coordinator for the successful implementation of technology-based assessments including technology-related requirements for students with disabilities, scheduling, training, system requirements, and other communications.

### **System Title III/ESOL Coordinator**

1. Ensures that all assessments and, in certain cases, conferences relating to a student's ESOL eligibility (Rule 160-4-5-.02) are documented prior to assigning EL or EL-M status.
2. Acquires and maintains current information on the statewide testing program (SB Rule 160-3-1-.07), including the section on accommodations for English learners (EL) found in the Accommodations section of the SAH.
3. Provides technical assistance to teachers on test administration.
4. Ensures that appropriate documentation is maintained for all EL or EL-M students.
5. Ensures that EL or EL-M students have appropriate test-taking experience or have been taught test-taking skills prior to taking the tests.
6. **Ensures EL-M students are not administered the ACCESS for ELLs 2.0.** By definition, EL-M students have exited ESOL services and are no longer eligible for the ACCESS for ELLs 2.0 assessment.
7. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.
8. Ensures that the following activities are completed by EL/ESOL personnel in preparation for all state-mandated assessments:
  - a. Discusses the state-required tests with the students and parents/guardians.

- b. Informs EL or EL-M students and their parent(s)/guardian(s) of pertinent test information and the role of the EL/TPC in identifying test accommodations, if any, which the student may require to participate.
  - c. Discusses with the student and parents/guardians the consequences of the student not passing a state-mandated assessment (such as promotion/retention requirements, EOCs constituting 20% of the final course grade, and any relevant local policies). Documents the occurrence of this discussion.
9. Train Title III/ESOL teachers to administer ACCESS for ELLs 2.0 and collaborates with special education colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs 2.0.
  10. Verifies all test examiners have completed annual certification and training requirements with WIDA for administering ACCESS for ELLs 2.0 and Alternate ACCESS for ELLs 2.0 as well as appropriate test security and test administration procedures.

### **Principal**

1. Has ultimate responsibility for testing activities in the local school.
2. Designates a School Test Coordinator to coordinate the testing program. The School Test Coordinator must hold a GaPSC-issued certificate.
3. Ensures proper online and/or paper testing environments for all test administrations.
4. Ensures that all testing sites are appropriately prepared: updated devices and technology resources, 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.
5. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.
6. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting and each testing administration.
7. Ensures that the test accommodations identified in students' IEPs, IAPs, and EL/TPC plans are provided for each student as specified prior to the administration of all testing sessions.
8. Ensures that testing sites are free of interruptions during test administration (e.g. intercom messages, visitors, wandering students, entry into test settings by person/persons not serving as the examiner or proctor unless necessitated by emergency/time-sensitive need), and that sites do not have content-related materials posted that could advantage one group of students over others.
9. Assigns appropriately trained 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 examiners have been trained in test security, educator ethics, and test administration protocols and policies to administer the state-mandated assessments.
22. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

### **School Test Coordinator**

1. Prepares all testing sites.
2. Assists Principal in assigning Examiner(s).
3. Conducts orientation and training sessions related to test administration, test security, and ethical behavior for all personnel expected to be in direct contact with the test administration process, including Examiners and Proctors.
4. Assigns trained Proctors appropriately in accordance with state guidelines.
5. Coordinates with various local school and/or system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)
6. Ensures that students have only one opportunity to test during each window.
7. Adheres to system testing schedule.
8. Accounts for all students in terms of testing requirements, including special populations and those requiring testing accommodations.
9. 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.
10. Receives test materials from System Test Coordinator and verifies numbers received.
11. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.
12. Accounts for the security of all test materials during the time the materials are in the building.
13. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
14. If applicable, determines the number of paper test booklets and answer documents to be assigned to each testing site and accounts for material distribution and return.
15. Under supervision, ensures the accuracy of student FTE and GTID numbers on each answer document.
16. Provides each Examiner with a list of student FTE and GTID numbers.
17. Gives Examiners extra No. 2 pencils, online test tickets, computer peripherals, and resource materials, if appropriate.
18. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.
19. Ensures that testing sites are free of interruptions during test administration (e.g. intercom messages, visitors, wandering students, entry into test settings by 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.
20. Distributes test materials to and collects from each Examiner on the testing days.
21. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.
22. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
23. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
24. Maintains dated student sign-in/sign-out sheets for each test administration.

25. Ensures that a minimum of one certified administrator is present and witnesses the transcription of student responses when/where necessary. Documentation of this process must be retained. Confirms that all necessary transcriptions are completed when necessary.
26. Notifies Principal and System Test Coordinator of any emergency and helps to decide what action needs to be taken.
27. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
28. Packages and returns materials to System Test Coordinator according to directions and timeline.
29. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
30. Ensures that for any students not currently enrolled in their local school, the following protocol is applied:
  - a. contacts students' schools for verification of test eligibility, and
  - b. requires photo ID and maintains photocopy record.
  - c. The decision to test out-of-system students is a local one. The burden of identification, establishment of eligibility, and record-keeping ensuring score reports are returned to the appropriate school must be borne by the administering school/system. Systems should collaborate and discuss such cases prior to test administration.

### Examiner

1. Must be GaPSC certified and adheres to the Georgia Code of Ethics for Educators. As required by State Board Rule 160-3-1-.07, certified educators (**teachers, counselors, administrators, and paraprofessionals**) must administer all state-mandated assessments. The term **Certified Educator** in this statement is defined as those educators directly involved with the instruction of students, and who must hold a **clearance certificate** as defined by the GaPSC. Educators without Georgia certification from the GaPSC must not administer state assessments. Local systems must be mindful of certificate expiration dates and ensure that all examiners possess a valid/unexpired certificate at the time of test administration. The term **Examiner** refers to the person administering the assessment.
2. At least annually, and more frequently where required, participates in and completes all training related to test administration, test security, and ethical behavior.
3. Reviews and follows all procedures in handling all administration materials.
4. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
5. Ensures the security of test booklets while they are in the testing site before, during, and after testing.
6. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
7. Follows procedures for testing as given in the *Examiner's Manual*, including reading all directions word-for-word to students.
8. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
9. Maintains control of testing situation and keeps students on task. **Examiners must actively circulate and monitor students throughout the testing session(s).**
10. Monitors test administrations and communicates with the School Test Coordinator and/or the Technology Coordinator or designee when test administration, technology, and/or student issues arise.
11. Applies and enforces prescribed calculator, cell phone, and electronic device guidelines.

12. 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 Test Coordinator immediately.
13. Allows no student to leave the test room unless there is an emergency/health/restroom need.
14. Counts and verifies all testing materials each day prior to dismissing students.
15. With direct administrator supervision, after 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.
16. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
17. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards/Whiteboards should be free of any writing except for test procedure information.

### **Proctor**

1. Participates and completes all training related to test administration, test security, and ethical behavior.
2. Assumes responsibility for assigned students.
3. Monitors a specific area if a large testing site is used.
4. Monitors online test administrations and communicates with Examiner when test administration, technology, and/or student issues arise.
5. With Examiner supervision, assists in preparing test materials for distribution to students in a classroom on days of testing.
6. Ensures that desks are clear of everything except test materials.
7. Assists the examiner in applying and enforcing prescribed calculator, cell phone, and electronic device guidelines.
8. With examiner supervision, assists in distributing and collecting classroom test materials.
9. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
10. Remains in testing site during entire testing time.
11. 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 Test Coordinator immediately.
12. Reports any unusual circumstances to Examiner immediately (e.g. suspicion of cheating).
13. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
14. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
15. Monitors students with disabilities, 504 students, or EL students who may require closer observation than other students or who need special assistance.
16. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
17. Assists the Examiner in maintaining strict test security.