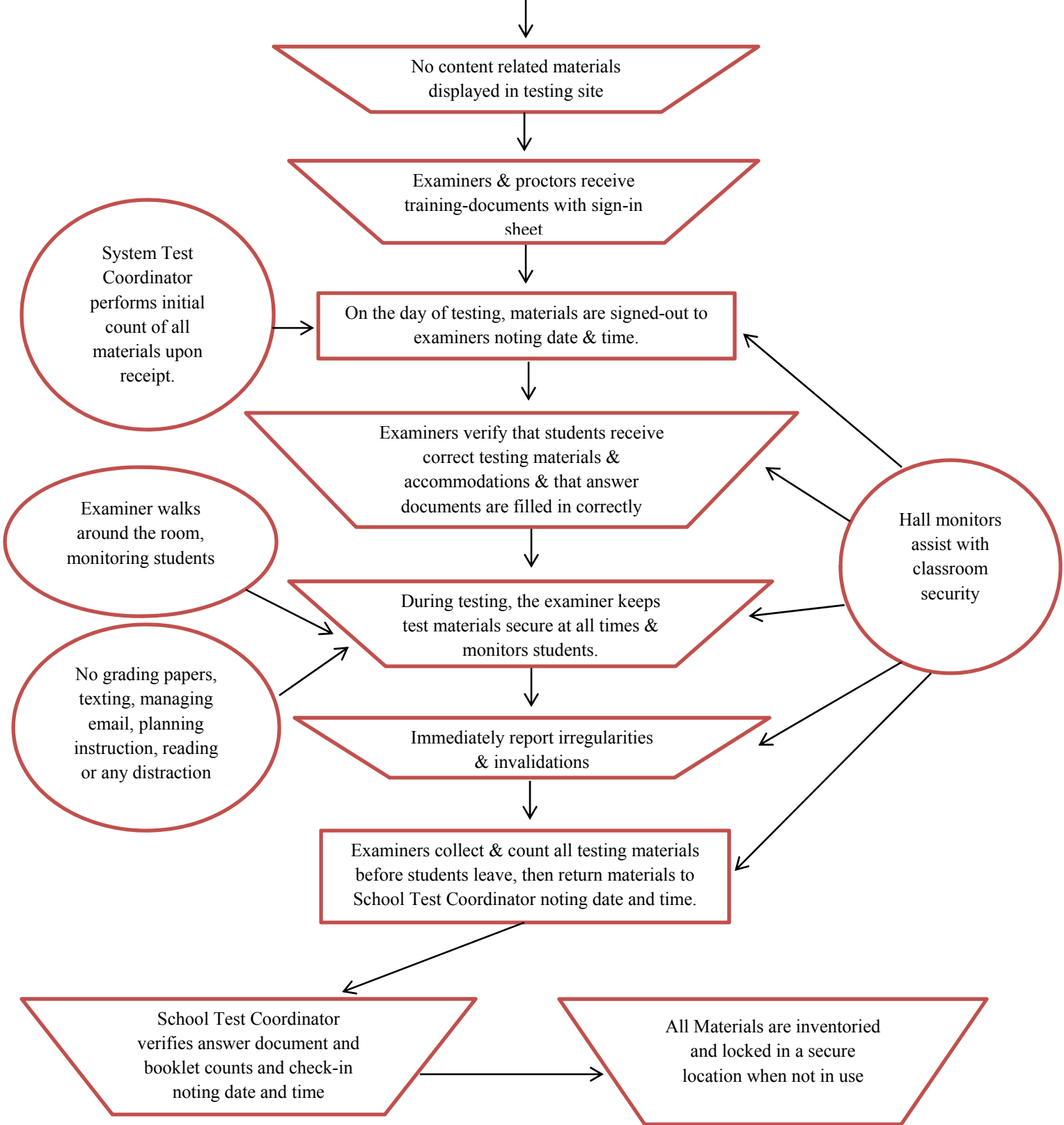# CHATTOOGA COUNTY SCHOOLS TESTING PROTOCOL
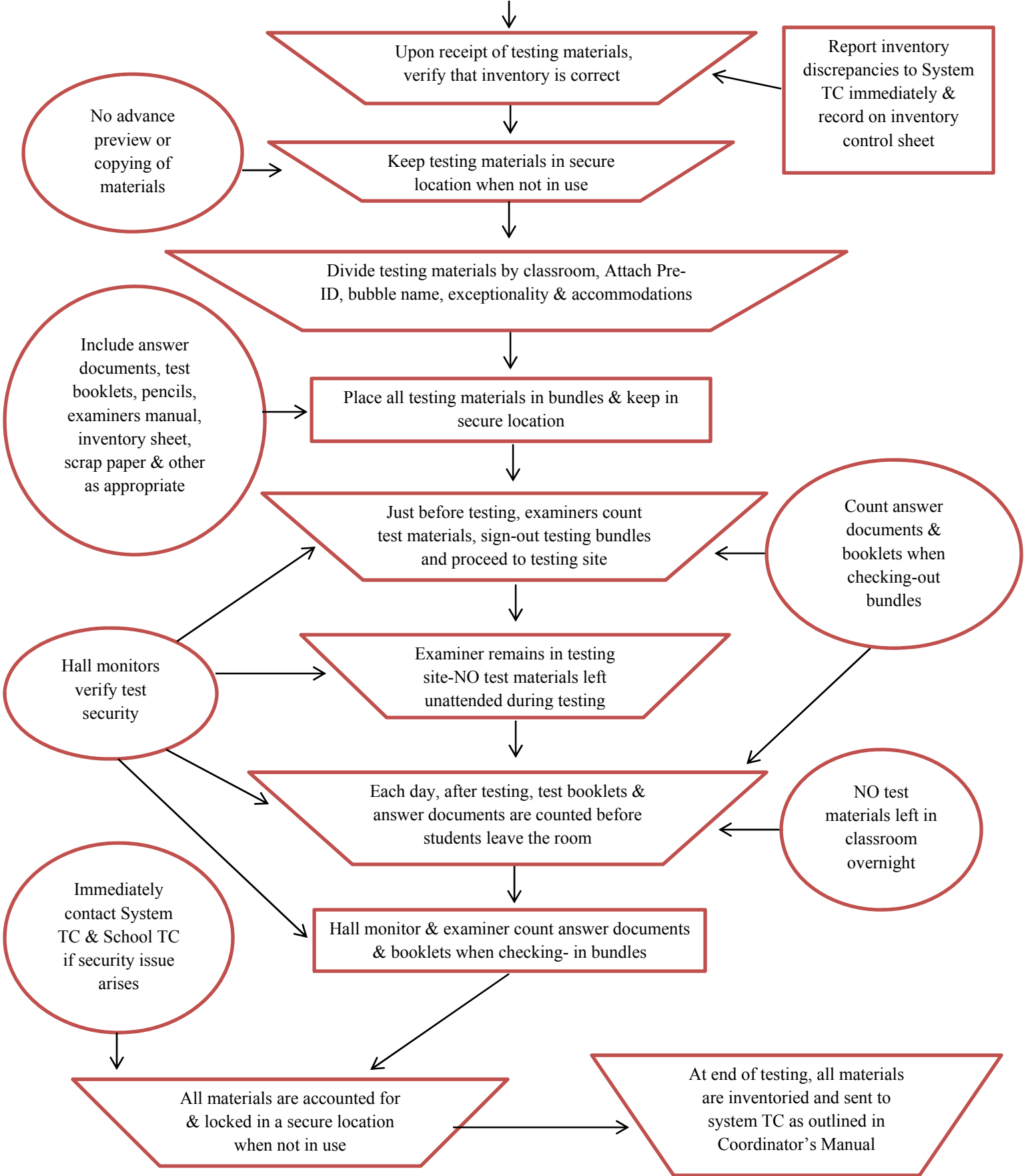
Administering the test

System & School Testing Coordinators and Test Examiners are trained via GA DOE testing webinars. All follow the procedures outlined in the Coordinator's Manual and Student Assessment Handbook

No content related materials displayed in testing site

Examiners & proctors receive training-documents with sign-in sheet

System Test Coordinator performs initial count of all materials upon receipt.

On the day of testing, materials are signed-out to examiners noting date & time.

Examiners verify that students receive correct testing materials & accommodations & that answer documents are filled in correctly

Examiner walks around the room, monitoring students

Hall monitors assist with classroom security

During testing, the examiner keeps test materials secure at all times & monitors students.

No grading papers, texting, managing email, planning instruction, reading or any distraction

Immediately report irregularities & invalidations

Examiners collect & count all testing materials before students leave, then return materials to School Test Coordinator noting date and time.

School Test Coordinator verifies answer document and booklet counts and check-in noting date and time

All Materials are inventoried and locked in a secure location when not in use

CHATTOOGA COUNTY SCHOOLS TESTING PROTOCOL

System & School Testing Coordinators and Test Examiners are trained via GA DOE testing webinars. All follow the procedures outlined in the Coordinator's Manual and Student Assessment Handbook
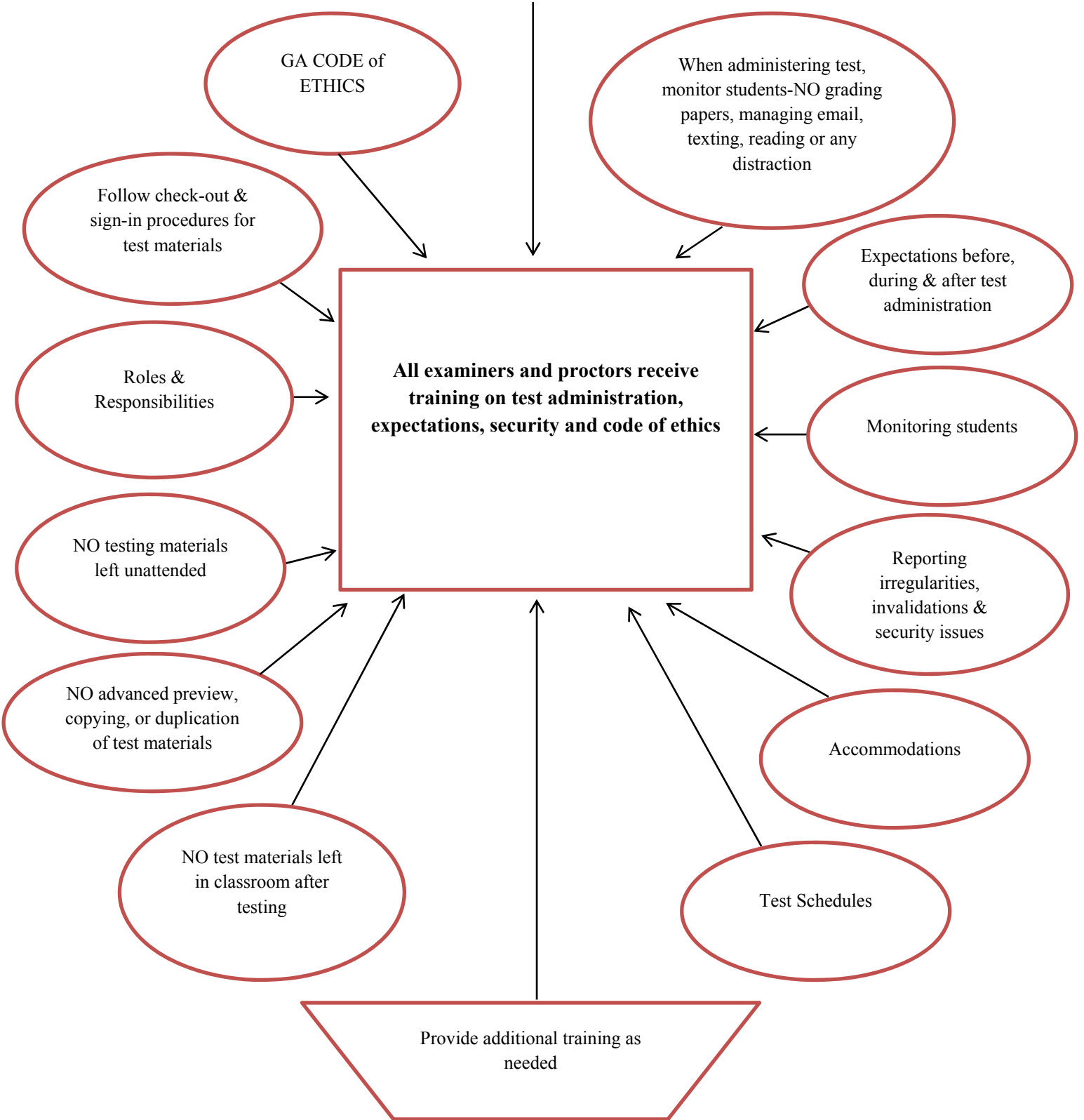
Upon receipt of testing materials, verify that inventory is correct

Report inventory discrepancies to System TC immediately & record on inventory control sheet

No advance preview or copying of materials

Keep testing materials in secure location when not in use

Divide testing materials by classroom, Attach Pre-ID, bubble name, exceptionality & accommodations

Include answer documents, test booklets, pencils, examiners manual, inventory sheet, scrap paper & other as appropriate

Place all testing materials in bundles & keep in secure location

Just before testing, examiners count test materials, sign-out testing bundles and proceed to testing site

Count answer documents & booklets when checking-out bundles

Hall monitors verify test security

Examiner remains in testing site-NO test materials left unattended during testing

Each day, after testing, test booklets & answer documents are counted before students leave the room

NO test materials left in classroom overnight

Immediately contact System TC & School TC if security issue arises

Hall monitor & examiner count answer documents & booklets when checking- in bundles

All materials are accounted for & locked in a secure location when not in use

At end of testing, all materials are inventoried and sent to system TC as outlined in Coordinator's Manual

CHATTOOGA COUNTY SCHOOLS TESTING PROTOCOL

Training Test Coordinators, Examiners & Proctors

System & School Testing Coordinators and Test Examiners are trained via GA DOE testing webinars. All follow the procedures outlined in the Coordinator's Manual and Student Assessment Handbook

GA CODE of ETHICS

When administering test, monitor students-NO grading papers, managing email, texting, reading or any distraction

Follow check-out & sign-in procedures for test materials

Expectations before, during & after test administration

Roles & Responsibilities

All examiners and proctors receive training on test administration, expectations, security and code of ethics

Monitoring students

NO testing materials left unattended

Reporting irregularities, invalidations & security issues

NO advanced preview, copying, or duplication of test materials

Accommodations

NO test materials left in classroom after testing

Test Schedules

Provide additional training as needed

Chattooga County Schools
Assessment Security Procedures including Security

Procedure

Chattooga County Schools assure adequate security of the testing materials before, during and after testing and during scoring as required by the Georgia Department of Education. Testing procedures, rules and regulations used by Chattooga County Schools are in accordance with the "**Georgia Student Assessment Program Student Assessment Handbook**" which can be found on the Georgia Department of Education (GA DOE) website.

Guidelines in the handbook include, but are not limited to, monitoring assessment administration conditions, procedures for test materials distribution, test materials return, security and accountability security breaches, record keeping strategies, testing irregularities and reporting testing irregularities.

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state mandated curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning educational programs.

Chattooga County recognizes that system-wide testing acts as an accountability measure for the school system. Information gathered from student testing supports differentiated instruction and performance measures for all students.

The superintendent shall designate a System Test Coordinator to oversee all District testing and assessment programs. All test and assessments shall be properly secured, administered, graded and reported as required by the instructions, rules, regulations or standards applicable to the particular test or assessment.

Security and Accountability Security Breaches

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 by the GA DOE as inappropriate use or handling of tests and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not closed-ended. Any concern regarding test security must be reported to the GA DOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:
- Coaches examinees during testing, 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 or reviews test questions before, during (unless specified in the IEP, IAP or ELL/TCP) or after testing;
- 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 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 the prohibited acts;
- Erases, marks answers or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an employee's certification status. Such must be reported to the GA DOE and may be referred to the Educator's Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any test be reproduced or duplicated for individual or group use unless authorized by the GA DOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GA DOE.