Marion County Schools

Mission Statement
To provide all students with a quality education in a safe, nurturing, and challenging learning environment.

Testing Security Plan
SY 2020-21
Revised July 2020

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Marion County Test Procedures and Security Plan
Overview

Marion County Schools conduct the assessment program as required by federal and state law. It is in compliance with Every Student Succeed Act (ESSA) and Georgia law relative to student assessment and data reporting. Marion County School District interacts with state and federal agencies relative to the assessment program and accountability mandates. The testing department handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. Marion County School District delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.

Training Plan for pen/paper and online testing:

I. Materials:
a) All school testing coordinators must have a sign-in sheet for documentation of teacher and proctor participation.
b) GaDOE updates on each testing being administered will be provided as a reference/resource for school testing coordinators.
c) A district update is provided to school testing coordinators to indicate any special requirements from the district by information received in System Leadership teams, state webinars, emails, and/or meetings between the district and school testing coordinator.
d) School/System Coordinator's Manuals and Examiner's manuals are usually available on the GaDOE's website. Please use these manuals to assist in training. All manuals must be kept secure and accounted for after each use.
e) School Coordinators should distribute the Roles/Responsibilities for all individuals being trained: coordinators, principals, examiners, and proctors. Discuss each group's roles/responsibilities, and have individuals sign at bottom. (This document can be found in the Student Assessment Handbook from the GaDOE.)
f) Copies from all training provided by the school testing coordinator will be given to the district testing coordinator.

II. Topics:
a) Checking in Materials from District Office is the responsibility of both system and school coordinator. The packing slip from the school's shipment will be the official document to verify accuracy of the delivery. Checks of confirmations and notations of inaccuracies will be noted as well. Signatures along with a date will be obtained

once the verification process has been completed. A copy will be on file at the district office and school.

    1. All test materials for main administrations are shipped by the state's vendor to the District office to the attention of the System test Coordinator. Upon receipt, shipment received is place in a secure place until delivered to the schools. Once materials have been verified by the system and school coordinator, materials are placed in a secured area until school's testing window begins.

    2. School testing coordinators provide a count for enrollment numbers to the system test coordinator in accordance with state deadline. In the instance that additional materials are needed, the system testing coordinator must be notified in a timely manner to ensure arrival of materials within the testing window.

b) In order to maintain the integrity of the assessment program and its results, security must be established and maintained. The responsibility of the assessment program at the school level rests with the principal and their designated school test coordinator. **Marion County has a secured testing room at each school. There are only two keys provided to the schools. The principal and school testing coordinator are the personnel assigned to those keys. The test rooms are locked at all times.**

    1. Use the Student Assessment in Georgia Schools (located on the GADOE website) to discuss the testing ethics and consequences of violations.

    2. Use the Examiner "Must Do" page from the GaDOE's Student Assessment Handbook.

    3. School Coordinators will train staff on use of the Incident Sheet, Access Log for Secured Test Storage Area, Accommodations, and Transcribing or Scribing Answer Document Form.

c) School Coordinators are responsible for ensuring proper coding of test documents.

d) School Coordinators are responsible for checking the accuracy of student information

e) School Coordinators are required to have test examiner's sign materials in and out each day during test administration.

f) Proctors are used when required. All test proctors are trained on their roles/responsibilities.

g) Testing procedures are clearly articulated to ensure a smooth and problem-free test administration. Schedules, groups and location assignments, and special directions are distributed and explained before testing administration.

h) Accommodations are provided by the Special Education teachers to the school coordinator. Each teacher receives a copy of the SEMS accommodation from the Director of Student Services. School coordinators carefully check to ensure students are provided the appropriate and accurate accommodations for each individual test.

i) On-line procedures and protocols are provided to the staff by the school coordinators.

III. During the testing window

a) Teachers report to the designated areas assigned by school testing coordinator to pick up testing materials

b) Sign-in and Sign-out sheets are used to document who is responsible to each individual test booklet, the date, and number of test booklets received.

c) Once irregularities are reported, the system coordinator most be notified in order to upload information to the portal.

d) During the document count, the school coordinator checks for complete information (Form Numbers, Labels, Names…) on each answer document. For online testing, the testing tickets must be checked for accuracy.

e) Materials are returned daily to the locked secured area.

IV. Collection of materials after testing window

a) Before testing documents are returned to District Office, the school coordinator carefully accounts for all materials.

b) Materials (paper/pencil and/or online) are returned to the District Office, where the materials are re-counted by the System Testing Coordinator.

Schools are expected to return all scorable and non-scorable testing materials after the completion of the testing window. If test materials are lost or misplaced, the school test coordinator must notify the system test coordinator. The system test coordinator will notify the state personnel in accordance with the procedures outlined in the Student Assessment handbook.

IV. Requirement

a) Principal Certification Sheets are required on all standardized tests. This document must be returned at the time of delivery of the testing materials.

Introduction

This *Test Security Policies and Procedures Plan* ("Security Plan") sets forth the test security policies, procedures, and responsibilities that the Marion County Schools (MCS) has established for the district's testing program. It is intended for use by all Marion County Schools (MCS) personnel, including contractors and suppliers, as appropriate. This plan includes several items taken directly from the Georgia Department of Education's Student Assessment Handbook (GaDOE Student Assessment Handbook) with enhancements for Marion County Schools (MCS). The language and procedures set forth in the Marion County Schools (MCS) Security Plan do not supersede any requirements in the GaDOE Student Assessment Handbook. A copy of the GaDOE Student Assessment Handbook can be found via the following link: https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/2020-2021_Student_Assessment_Handbook_Rev_Dec_2020.pdf

Program Overview

The Marion County Schools testing program is a combination of National, State and District Level assessments. The measured outcomes of each assessment and the curriculum assessed vary. The assessments are utilized to determine the strengths and weaknesses of students as well as the instructional program.

State-Level

Testing materials, security guidelines and administration procedures are provided by the State of Georgia for the following assessments (comprehensive information can be found in the GaDOE Student Assessment Handbook related to each assessment):

- ACCESS for ELLs (ACCESS 2.0) in grades K-12 and Alternate ACCESS for ELLs in grades 1-12 Reading, Writing, Listening, and Speaking
- Georgia Alternate Assessment (GAA)
  English/Language Arts, Mathematics, Science, and Social Studies in grades 5 and 8 and high school
  English/Language Arts and Mathematics, grades K, 3, 4, 6, and 7
- Georgia Kindergarten Inventory of Developing Skills (GKIDS)
- Georgia Milestones Assessment System (Georgia Milestones)

English/Language Arts, Mathematics, Science, and Social Studies, grades 5 and 8 and high school
English/Language Arts and Mathematics, grades 3, 4, 6, and 7
- National Assessment of Educational Progress (NAEP)
National assessments in reading, math and science in grades 4, 8, and 12

National Level

Marion County Schools testing program includes the periodic administration of the National Assessment of Educational Progress (NAEP) in grades 4, 8 and 12. NAEP, also referred to as the Nation's Report Card, is a uniform assessment of student performance administered across the nation by the National Center for Educational Statistics (NCES).

District-Level

Marion County Schools offers district level assessments. Tests include SGAs, universal screeners, benchmarks, and progress monitoring assessments. Schools should follow security protocols as defined for each assessment.

Security Plan Overview

The Marion County Schools Security Plan must be used in conjunction with the GaDOE Student Assessment Handbook, test specific manuals and the National Center for Educational Statistics (NCES) and NAEP Service Center (NCSS) guidelines.

This Security Plan includes definitions, policies, and procedures for the regulation of all aspects of test security including:

- information security

- exam publication, and

- exam administration.

In many cases, these policies and procedures represent operational security goals that are already in different stages of implementation.

The elements of this plan provide greater protection of the intellectual property of the assessments, reduce test fraud and theft and maintain high program standards

and integrity. The plan will be used to train staff, and as a reference document to structure security roles, responsibilities, and performance expectations.

This version of the security plan has been approved by Marion County's System Leadership team. The plan will be reviewed and revised on at least an annual basis by the System Testing Coordinator before presenting to Marion County Faculty and Staff.

Test Security Policy

In support of student success, the Marion County Board of Education shall implement the assessment program specified by the State Board of Education and the Superintendent, including both norm-referenced and criterion-referenced tests. The tests shall be administered in accordance with the requirements of the governing agency for the assessment and with a high level of security to ensure an appropriate testing environment, the integrity of the assessment and the accuracy of the data produced by the assessment. The test administration shall be conducted in such a way that prevents, mitigates and reports any irregularities arising at any time before, during or after testing. In accordance with state and local policy, employees have an affirmative obligation to report testing irregularities. Those who do so in good faith will not be subject to any reprisal. The superintendent shall also maintain a mechanism for anonymous reporting of testing irregularities. Employees shall comply with all Marion County Schools policies and Georgia Professional Standards Commission rules with regard to testing ethics. Employees who violate these provisions shall be subject to disciplinary action, up to and including termination.

The board authorizes the Superintendent to develop administrative regulations to implement this policy.

Goals for 2020-21 Testing and Assessment Program

- Reduce the number of Testing Irregularities attributed to Marion County faculty and staff.
- Develop and disseminate a comprehensive Test Security Plan.
- Provide a conducive testing environment for all students in Marion County Schools.

Identification of Testing Personnel

According to the Georgia Department of Education, the principal has the ultimate responsibility for testing within the school. The principal must identify an individual who holds an educator's certificate with Georgia's Professional Standards Commission to act as School Testing Coordinator (STC). As part of the pre-planning process, the principal must complete a *Marion County School Principal Testing Certification Form* identifying the school testing coordinator, identifying the designated secure location for test materials, designating individuals with access to the secure location and agreeing to uphold a high level of integrity in the school's testing program. If there are any changes in the test coordinator during the year, the principal must inform the System's Testing Coordinator.

The System Testing Coordinator will provide administrators of Marion County Schools with the GaDOE's Student Assessment Handbook, the GaDOE's Accommodations Manual, A Testing Calendar (state and local) and Marion County's Test Security Plan. The principal and school testing coordinator are responsible for receiving and reading both manuals. To document this stage, each individual is required to complete an *Acknowledgement of Receipt and Read Form* to be kept on file at the district level. Updates of the handbooks will be given as revisions takes place. Faculty and Staff will be trained on the testing procedures on an annual basis.

Roles, Responsibilities

The following section outlines the roles and responsibilities for school level personnel published by the Georgia Department of Education in the Student Assessment Handbook. Please be aware that the outline below may not encompass all school specific roles and responsibilities. In order to verify the adherence to these roles and responsibilities, all examiners and proctors must complete an *Examiner/Proctor Adherence Certification Form* and District Test Examiners Receipt and Acknowledgement Form for each assessment day and cycle. The principal and school testing coordinator must complete the *State Certification Form* and the *District Certification Form* certifying the adherence to all state and system administration and ethics expectations. Testing ethics are covered in more detail on pages 31-34 of the Georgia Student Assessment Handbook and
505-6-.01 THE CODE OF ETHICS FOR EDUCATORS.

http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf

Georgia Student Assessment Program Responsibilities (GSAH-pages 29-40)

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 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 citizens 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.

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, large print, advanced reading aids).
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/webinars and redelivers to local school coordinators.
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 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. Georgia Department of Education

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.

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 and the selection of the Georgia Alternate Assessment for state-mandated tests.
6. Ensures that appropriate documentation is maintained for all students with disabilities.
7. Ensures that students with disabilities have the appropriate test-taking experience or have been taught test-taking skills prior to taking the tests.
8. 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.
9. Informs the System Test Coordinator of the number of students who must receive each accommodation allowed by state regulations.
10. Acquires and maintains current information about the Georgia Alternate Assessment (GAA).
a. Discuss the GAA with students and parents/guardians.
b. Informs parents and students of participation in the GAA.
11. 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 in order 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.
12. Ensures that all special education teachers have been trained to administer the GAA.

13. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

12. Ensures that all special education teachers have been trained to administer the GAA.

13. Collaborates with Title III/ESOL colleagues to train the appropriate teachers to administer the Alternate ACCESS .

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, including the section on accommodations for EL or EL-M students which is found in the Accommodations section of the SAH.

3. Acquires and maintains current information of state rules and the deferment/ accommodation process for EL or EL-M students.

4. Provides technical assistance to teachers on test administration.

5. Ensures that appropriate documentation is maintained for all EL or EL-M students.

6. Ensures that EL or EL-M students have appropriate test-taking experience or have been taught test-taking skills prior to taking the tests. **EL-M students must not be administered the ACCESS.**

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 in order 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. Informs System Test Coordinator of the names of EL students receiving deferments. This list should specify which tests or subtests are subject to deferment.

10. Train Title III/ESOL teachers to administer ACCESS for ELLs and collaborates with special education colleagues to train the appropriate teachers to administer the Alternate ACCESS for ELLs.

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 EL/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, entry into test settings by a 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.

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.

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. 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.

14. Conducts orientation and training sessions for Examiners and Proctors.

15. Adheres to system testing schedule.

16. Distributes test materials to and collects from each Examiner on the testing days.

17. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.

18. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.

19. 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 130 of this handbook). Confirms that all necessary transcriptions are completed when necessary.

20. Provides each Examiner with a list of student FTE and GTID numbers.

21. Gives Examiners extra No. 2 pencils, online test tickets, computer peripherals, and resource materials, if appropriate.

22. Accounts for all students in terms of testing requirements.

23. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.

24. 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.

25. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.

26. Packages and returns materials to System Test Coordinator according to directions and time line.

27. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.

28. Maintains dated student sign-in/sign-out sheets for each test administration.

29. Ensures that students have only one opportunity to test during each window.

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. 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 must 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/health/restroom need.

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/Whiteboards should be free of any writing except for test procedure information.

As required by State Board Rule 160-3-1-.07, **certified** educators (teachers, counselors, administrators, and paraprofessionals who hold a *certificate*) must administer all state-mandated assessments. Educators without Georgia certification from the Professional Standards Commission (PSC) 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.

Important: The Professional Standards Commission does not consider staff members who hold *only* a *license* as certified personnel.

The term **Examiner** refers to the person administering the assessment.

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 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. 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 EL 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.

TEST SECURITY MANAGEMENT

This section outlines processes to manage the security of test materials and security incidents including testing misconduct, breaches and mishandling of protected exam material, coaching and other testing improprieties. These guidelines should be used in conjunction with those set forth by the GaDOE and the Student Assessment Handbook.

Secure Chain of Custody

For **all** assessments administered by Marion County Schools, the following must be implemented and followed:

Receipt of Materials from State Vendor: All test materials for main administrations are shipped by the state's vendor to the Marion County Board of Education packaged by school. Upon arrival at the Marion County Board of Education, the individual boxes are counted by the System Test Coordinator/designee and remain in the secure testing area unopened until shipment to schools. The System Coordinator will document date, time, number of packages delivered the BOE (Board of Education).

For a main administration and retest assessments (ACCESS, EOG, E O C , e t c) materials arrive in one bulk shipment to the district. Upon receipt of these materials, the System Test Coordinator will deliver inventory to each school's designated secured testing room. The System ad School Testing coordinator will inventory the security checklist/packing list provided by vendor. If all materials are accounted, signatures will be obtained from system and school coordinators. Materials will remain packed and unopened as close as possible to the actual testing date for the district. In order to distribute additional requested testing materials, boxes must be opened. However, opening of shrink wrapped materials will be limited to meet the required quantity needed of test.

Distribution to Schools: The System Testing Coordinator will communicate with School Testing Coordinator to develop a plan for delivering test materials to testing location. All state-level assessments will be delivered to school by System Testing Coordinator/designee as agreed upon by school and system testing coordinator. Materials shall remain in a secure area of the district office until an agreement of delivery date has been scheduled.

Receiving Materials at Schools: The principal and/or school testing coordinator must receive and immediately secure testing materials.

Inventory and Request for Additional Test Materials: The contents of the boxes must be inventoried and certified by the school and system testing coordinator. In order to receive materials overnight, materials must be ordered from vendor by noon. It is imperative that the system testing coordinator is made aware immediately via email or phone call.

Reorders: Once requested materials arrives at BOE, system test coordinator will deliver to School testing Coordinator. All reorders will have a secure method of packaging to ensure non-tampering during transport to schools.

Storage of Secure Materials
As outlined in the Georgia Department of Education's Assessment Handbook, all test materials must be kept in a secure location. Each school has a secure area to store testing materials. Two keys to the secure area have been issued to school personnel. The principal and the school testing coordinator have keys to the secured site. Each secured area will have a sign-in and sign-out sheet for any personnel removing testing items from the location.

Each bundle of test documents is to remain shrink-wrapped to ensure confidentiality/security. The Coordinator's Handbooks will outline specifics related to handling of test materials prior to distribution. The school testing coordinator is required to prepare test materials to accommodate the number of students tested in each section within each grade. However, when not in use, these materials and all other testing materials must be stored in the secure location.

Before the Testing Window: All faculty and Staff of Marion County School System will be trained on testing security of state mandated test. Everyone must sign required forms verifying that training took place. All faculty and staff personnel will be given duties and responsibilities. Each personnel handling test material will have to sign the must and must not for testing procedures. A copy will be provided to personnel for later reference. Faculty are required to read and verify with a signature that manual was read. Following the training, a procedural training will take place which also requires a signature to show participation. Those applicable will also receive read aloud training as required by the IEP,IAP, or TPC. Proctors will be provided for all large groups the EOG and EOC testing window.

During the Testing Window/Period: Individual packets of materials are removed from the secure location within the schools and are distributed to examiners prior to each testing session (as close to the start time as possible). Using the *Testing and Assessment School Security Management Form* for accountability, the school testing coordinator or principal must count all materials before disseminating to examiners. Additionally, the examiners must verify count upon receipt, record time and initial to confirm accuracy of the information. Upon returning to the testing environment, examiners distribute test materials (booklets and answer documents) to the students, based on directions found in the specific assessments Examiner's Manual. The testing process in each school is supervised by the school testing coordinator and/or principal. All examiners are instructed to precisely follow directions from the Examiners Manual.

Following each test session, the examiner must account for all materials before returning testing materials to assigned pick up location. The school testing coordinator or principal must count all materials as examiners check in at the end of testing each session. The information must be recorded and verified for accuracy on the *Testing and Assessment School Security Management Form*. Additionally, each Test Examiner/Proctor must certify appropriate test administration by signing an *Examiner/Proctor Certification of Adherence to Prescribed Test Administration Procedures.* **All examiners** must complete this process and be held accountable for any test materials in their possession.

As outlined by the Georgia Department of Education, the examiner with direct administrator supervision, at the conclusion of testing will:

- inspect answer documents to ensure that all student identification information is correctly

bubbled in the appropriate places.

- inspect answer documents to ensure that student identification information is accurate and correctly bubbled, that necessary coding/labeling is complete, and that documents are in good condition for scoring.
- Inform school testing coordinator of document requiring transposing.

After the Testing Window: Following the testing period, the school testing coordinator and/or the principal is required to count and verify the return of all testing materials and package all scorable documents for delivery to system test coordinator . All non-scorable materials are packaged and returned to system testing coordinator as well. **Every** **test booklet, unused/voided answer document, examiner manual and scratch paper must** **be returned.** Once school testing coordinator has verified count, system test coordinator will be notified. The system will verify that all materials were returned. Once this is verified, materials are bundled, labeled, boxed and sealed by System Testing Coordinator for pick-up by UPS and delivered to the state's processing vendor. Scorable and Non scorables will go off the same day unless otherwise specified by the testing vendor.

Lost Test Materials

Schools are expected to return all scorable and non-scorable testing materials after the completion of the testing window. If test materials are lost or misplaced, immediate contact must be made with the system test coordinator. In turn, system testing coordinator will work with the school and the state department to determine next steps.

Incident Response Plan

The below section is taken directly from the Georgia Department of Education's Student Assessment Handbook.

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 makeup.

Student disruption –

According to the Georgia Department of Education, no student may be removed from their testing environment due to possible disruptive behavior prior to the start of any assessment. In the event that a student becomes disruptive after the testing session begins, under the supervision of a school monitor, remove him/her from the current environment. The student should then continue testing with a certified examiner in a new secure location.

Training
District-Level

Testing Overview Training
Testing and Assessment will conduct staff development related to the assessment program throughout the year. The school testing coordinator and Principal must attend Test Security Overview training at the beginning of the academic year. The training will be conducted as part of the system leadership team meeting. Handouts and sign-in sheets will be kept as documentation.

Pre-Administration Workshops
All school testing coordinator must attend the Pre-Administration Workshop prior to the administration of each state mandated assessment. These sessions provide a comprehensive

overview of processes and procedures specifically related to individual assessments. The pre-administrations will be provided through webinar for the GADOE. The system testing coordinator will provide the webinar links to school testing coordinators. An overview of the pre-administration webinar will be presented at the system leadership team by the system testing coordinator.

School-Level

The school testing is responsible for training all personnel within their schools. All proctors, examiners (certified educators) and monitors must be trained on procedures and test security. An additional training must be held for examiners administering the assessment to students with accommodations. This session should allow the examiners to become familiar with the accommodations. The Georgia Department of Education also recommends that all staff members (Paraprofessionals, custodial staff, and others) in the school who may be in classes during testing or may be near the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

At the conclusion of testing period, all examiners must sign the Test Examiner Assurance Document to certify that they have followed all procedures covered in the training and reported any irregularities. The school testing coordinator must retain a copy of all handouts, presentations and sign-in sheets for their record. Upon request, the must be provided a copy of materials as well.

Monitoring

According to the Georgia Department of Education's Student Assessment Handbook,

"The Principal, Assistant Principal, and/or designated secondary school testing coordinator must monitor all testing sessions. This is especially necessary when testing is being conducted in multiple locations within a building."

All state-level assessments are monitored across the district. The System and School Coordinators will work collaboratively to ensure all schools are following appropriate testing protocols and security requirements.

Distribution of Student-Level Test Scores

It is the responsibility of the district to ensure that test scores are available to schools in a timely manner. Score reports received by System Test Coordinator via the Georgia Department of Education's Portal, will be distributed electronically to Principals and Assistant Principals via the school-level e-mail. . Also, individual student reports, rosters, school level summary reports, and system level reports are made available to Marion County Schools via printed copy. In turn, it is the responsibility of the local school to ensure that test scores become a part of students' records as soon as possible after testing, and that such records follow students in the case of a transfer or summer

school enrollment. The System testing Coordinator is not authorized to share scores with parents. Schools are responsible for reporting all student test scores.

Security Incident Response Plan

This section discusses how allegations of irregularities will be documented and processed at the school and district level.

The Georgia Department of Education outlines a process for reporting irregularities which begins at the school and/or district- level. As taken directly from pages 27 and 28 of the GaDOE Handbook, the document states:

Steps for Reporting a Testing Irregularity

School Test Coordinator:

1. Communicate with the Principal about a possible testing irregularity.
2. System Test Coordinator will provide guidance to investigate the possible testing irregularity.
3. Written narrative must be provided by all parties involved in the irregularity.
4. Questions to consider when writing narrative are :
   - What happened and where did the disruption take place? What is the nature of the disruption?
   - How many examinees are affected and are they being monitored while the situation is being assessed?
   - How far have test sessions progressed? Can testing be resumed the same day? If so, will there be sufficient time for students to finish their assessments?
   - What are other options for continuing testing as soon as possible, considering the situation?
5. If testing cannot resume the same day, what efforts can be made to maintain test security and confidentiality?
6. Return all documentation to the System Test Coordinator.

System Test Coordinator:

1. Collect Testing Irregularity Forms and documentation from School Test Coordinators
2. Compile documentation for each incident reported.
3. 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.)
4. Include appropriate information and documentation in the GaDOE 0385.
5. The Assessment Administration Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission.

In addition to the state process, Testing and Assessment and the Office of Internal Compliance review irregularities to determine which cases require further review and possible investigation. The review process will happen continually during all test administration windows.

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Taken from the Georgia Professional Standards Commission Website Student Assessment in Georgia Schools

Standardized testing has become a basic component of accountability for students, teachers, administrators, schools and school   systems in Georgia and other states. Communities rely on their schools' standardized test scores to determine the success of their   schools and to compare them to other communities. New industries use test scores as a major factor in selecting locations for new   facilities. As a result of national and state accountability ratings, standardized testing has become important to all states. When   tests are properly administered, scored, and interpreted with a high degree of professionalism, all of the aforementioned   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 the 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 what skills and knowledge are weak and should be improved.
- Community members have a measuring stick to compare year to year improvement and to compare local student performance with performances of students in other locations.

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national requirements for educational accountability. 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 curriculum being taught, and should be developmentally appropriate for the age and level of the test-taker. Teachers should be trained on proper administration procedures and testing practices.
- Test Administration – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed.
- 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.

Georgia Student Assessment Program Responsibilities

Standardized tests results are the basis for many reports and accountability measures. Because of the priority it plays in national and state expectations, the administration of tests shall be held to the Code of Ethics. An essential component is that all personnel perform their assigned responsibilities to maintain test integrity and for the process to be appropriately implemented.

Superintendent - The Superintendent has ultimate responsibility and accountability for all testing activities within the local school system.

- Develops local policies and procedures based on Georgia Department of Education guidelines and test publisher's directions to maintain test security.
- Supervises and monitors Principals to ensure that they fulfill their specific roles and responsibilities for the administration of tests.
- Ensures that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given.
- Informs the local Board of Education, state test coordinator and Professional Standards Committee of any breach of security by employees of the system.

Principal - The Principal has ultimate responsibility and accountability for all testing activities within the local school.
- Ensures test security within the school building.
- Ensures distribution of test materials occurs immediately prior to test administration.

- Supervises all testing activities.
- Ensures that all school personnel have been appropriately trained on test administration, procedures, and polices, including accommodations for each assessment given.
- Ensures that accommodations have been given to only those students who appropriately need accommodations and have documentation of such need.
- Implements system's testing policies and procedures and establishes needed local school policies and procedures to ensure all students are tested fairly and appropriately.
- Reports immediately any breach of security to the Superintendent.

Marion County will use system forms for any state mandated test. See examples of forms below.

Marion County School District

Vision: To be #1 academically in the Chattahoochee-Flint RESA district and to be among the highest ranking schools in Georgia.

INVENTORY SHEET

Receipt of Materials from Vendor/Materials Delivered to Schools

Date Delivery to MCBOE :

Name of Test	Number of Boxes	Date and Time Material Delivered to MCBOE

Signature_____ Date_____Witness_____

Delivery to L.K.Moss:

Name of Test	Number of Boxes	Time from BOE	Time to LKM

Signature_____ Date_____Witness_____

Delivery to Marion/Middle Highschool:

Name of Test	Number of Boxes	Time from BOE	Time from BOE

Signature_____ Date_____Witness_____

Marion County School District

Vision: To be #1 academically in the Chattahoochee-Flint RESA district and to be among the highest ranking schools in Georgia.

INVENTORY SHEET

Pick-up test from school/ Materials mailed to Vendors

Delivery to L.K.Moss:

Name of Test	Number of Boxes	Time from LK Moss	Time to BOE

Signature_____ Date_____Witness_____

Delivery to Marion/Middle Highschool:

Name of Test	Number of Boxes	Time from Middle/Highschool	Time to BOE

Signature_____ Date_____Witness_____

Vendor Pickup:

Name of Test	Number of Boxes	Date and Time Material Delivered to MCBOE

Signature_____ Date_____Witness_____

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/standards 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.
- 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.
- Teachers should 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.
- Make certain 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 electronic copies/images, 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.
- 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 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: _____   Date: _____

TEST ADMINISTRATION INCIDENT REPORT FORM

Administration Date: _____   Person who completed this form: _____

School/Test Site: _____   School / Site Testing Coordinator: _____

System Testing Coordinator: _____

Student Name: _____

Examiner: _____

Proctor: _____

Please check all that apply.

Incident	Test	Session	Was Student Dismissed? *If so, after how much testing time? At what time?*	
Caught Cheating			☐ Yes	☐ No
Became ILL			☐ Yes	☐ No
Misconduct			☐ Yes	☐ No
Electronic Device			☐ Yes	☐ No
Other (please specify): _____			☐ Yes	☐ No

Check any of the following incidents that may have disrupted the test:

☐ Fire Alarm   ☐ Power Outage

☐ Construction   ☐ Inclement Weather

☐ Safety Precaution *(Lockdown; code blue, etc.)*   ☐ Other (specify): _____

Document any incident in the space below.

Signature: _____   Date: _____

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.

Reporting

a) *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. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).*

b) *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

a) *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. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:*

    i. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);

    ii. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);

    iii. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);

    iv. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);

    v. suspension or revocation of any professional license or certificate;

    vi. violation of any other laws and rules applicable to the profession; and

    vii. any other good and sufficient cause that renders an educator unfit for employment as an educator.

b) *An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent's designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification.*

Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5
Ga Educator Code of Ethics can be found at http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf .