**Taylor County Test Security Plan**

The Taylor County Board of Education implements the assessment program in the Taylor County School District (TCSD) as specified by the State Board of Education and the State School Superintendent. Testing includes all state mandated tests as well as local assessments.

Tests in the TCSD are 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 validity of the data provided by the assessment.

 In accordance with the guidelines provided by the State Board of Education and the Professional Standards Commission each test in the TCSD is administered in such a way that prevents, mitigates and reports any irregularities arising at any time before, during or after testing. Test Coordinators and other employees have an obligation and are trained to report testing irregularities.

Employees of the district must comply with all Georgia Professional Standards Commission rules with regard to testing ethics. Employees who violate these provisions will be subject to disciplinary action, up to and including termination.

**Taylor County School District Test Security Plan Procedures**

Testing security procedures and guidelines for the TCSD are based on the training provided by the Georgia Department of Education (DOE) Assessment Division. This plan includes information taken directly from the Georgia DOE Student Assessment Handbook. The handbook can be accessed at the following link:

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/For%20Educators/2021-2022_Student_Assessment_Handbook.pdf>

**Assessment Security (ESEA: Sec. 1111)**

Assessment Security Procedures

The following is a list of items to be considered prior to testing. The list should not be considered all inclusive. Where applicable, the list applies to both online and paper/pencil testing environments. This document is recommended as a training resource prior to test administration.

**Must Do**:

1. Contact the School Test Coordinator if any question arises about tests or test security. The principal must also be made aware of any issues involving testing or test security.
2. 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.
3. 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.
4. 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.
5. Distribute testing materials as close to the actual time as possible.
6. Be certain that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
7. 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.
8. Be certain all persons returning materials sign a check-in sheet. This sheet should show date and time.
9. Be certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security. Only the staff members who have been trained on the proper management of secure test materials should handle such materials.
10. Follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.
11. 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 grade K-12 if this is done in advance. This should be done in a central and well supervised location.
12. Take down or cover any content materials displayed in the classroom if the item(s) could provide assistance to students during the test.
13. 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.
14. 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.
15. Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below.
16. Make certain that everyone involved in testing is aware of the professional practices and the consequences of violations.

**Must Not Do:**

1. 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.
2. Copy tests or test materials in any way—no photocopies, no handwritten copies, not notes may be made about test content, including secure GAA portfolio entries.
3. Allow anyone else to copy tests, testing materials, or make notes about the test content.
4. Keep tests or testing materials at the end of the testing session or the assessment window.
5. Give students the answer, or any clues to the answer, to any test item.
6. Make notes about test content during test administration.
7. 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.
8. During instruction, teach a particular problems 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.)
9. 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.
10. 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.
11. 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.
12. Alter or interfere with a student’s responses.
13. 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 about my responsibilities during standardized testing 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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