



# **Assessment & Security System Level Plan**

## **2022-2023**

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*Revised July 13, 2022*

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This Assessment Plan sets forth procedures - security and accountability, technology, maintenance, storage, and distribution of testing materials, training, testing, and irregularity reporting - that Rome City Schools has established for all testing programs.

## **Assessments**

Rome City Schools testing program includes local, state, and national assessments. From such assessments, our objective is to gain a thorough understanding of what our students know and can do. We utilize the results in making data-informed decisions and developing responsive plans for the children our system serves. The following assessment programs are administered in Rome City Schools:

### National Assessments:

- ACT – Grades 9-12
- Advanced Placement (AP) – Grades 9-12
- National Assessment of Educational Progress (NAEP) – Grades 4, 8, & 12  
(as selected)
- Preliminary Scholastic Aptitude Test (PSAT) – Grade 10
- Scholastic Aptitude Test (SAT) – Grades 9-12

### State Assessments:

- Assessing Comprehension and Communication in English State to State for ELLs (ACCESS for ELLs) – Grades K-12
- Alternate ACCESS for ELLS – Grades K-12
- Georgia Alternate Assessment 2.0 (GAA 2.0) – Grades K, 3-8, 11
- Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0) – Grade K
- Georgia Kindergarten Inventory of Developing Skills Readiness Check (GKIDS Readiness Check) – Grade K
- Georgia Milestones Assessment System (GMA)
  - End of Grade (EOG) – Grades 3-8
  - End of Course (EOC) – Grades 8, 9-12

### Local Assessments:

- Fountas & Pinnell Benchmark Assessment System (BAS) – Grades K-6
- Heggerty Benchmark Assessments – Grades K-2
- Measures of Academic Progress (MAP) – Grades K-8
- Orton-Gillingham Benchmark Assessments (OG) – Grades K-2

## Security and Accountability

**The following notice applies to all tests and to all educators:**

Under no circumstances may any of the testing materials be reproduced or duplicated for individual or group use. Failure to comply with U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of U.S. Copyright Laws must be reported immediately to the Georgia Department of Education. All online testing materials, test booklets, and supporting materials are confidential and secure. Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such incidents must be reported to the GaDOE by Rome City Schools' Director of Assessment and Accountability (System Test Coordinator) and may be referred to the Educators Ethics Division of the Georgia Professional Standards Commission (GaPSC) as failure to adhere to established policies and procedures. In addition, the GaPSC adopted an updated Code of Ethics for Educators (505-6-.01) effective January 1, 2022, and within the code, Standard 10 addresses testing specifically.

***Standard 10: 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.***

All Test Examiners must (1) hold a GaPSC clearance certificate, at a minimum, that is valid and current, and (2) be employed by Rome City Schools as a teacher, instructional coach, interventionist, counselor, or administrator, and (3) be considered to have the experience, training, and ability to adhere to the roles and responsibilities of an Examiner.

### Security Breaches

Security Breaches are actions before, during, or after test administration that gives a student an unfair advantage or compromises the secure administration of the assessment. Any action that compromises test security or leads to the invalidation of an individual student's test score or a group of students' test scores will be viewed by Rome City Schools and the GaDOE as an 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. These guidelines apply to both online and paper test administrations and environments. The list is not exhaustive. School Test Coordinators are to communicate immediately (within the day) any testing concerns to the School Principal and to the System Test Coordinator. All testing concerns are documented on a Google report sheet (*FY23 - Testing*)

*Documentation & Irregularity Form*), and security breaches or irregularities are reported to the GaDOE by the System Test Coordinator. The Superintendent and/or Associate Superintendent will be given notice of any concerns reported to the GaDOE. Through school level test training, School Test Coordinators will inform all Test Examiners, Proctors, and anyone assisting with testing that it is a breach of test security if anyone performs any of the following:

It is a breach of test security and/or administrative procedures if anyone performs any of the following:

- Coaches examinees during testing or 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 (including social media sites, texting, and/or email) inconsistent with test security regulations all or any portion of secure online testing forms, test tickets, passwords, or test booklets;
- Makes answers available to examinees;
- Reads (unless specified in the IEP, IAP, or EL/TPC), reviews, notates, photographs, shares, or transmits test items whether online or paper before, during, 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 or other lost secure assessment materials in any assessment program constitutes a breach of test security and will result in a referral to Georgia Professional Standards Commission [GaPSC]);
- Uses or handles secure test booklets, answer documents, online test tickets, logins, passwords, and/or test forms for any purpose other than examination;
- Fails to follow administration directions from the Test Administration Manual including an exact word-to-word reading of the Examiner's script;
- Fails to properly secure and safeguard pass codes/usernames found on test tickets necessary for online test administration;
- Erases, marks answers, or alters responses on an answer document or within an online test form; and/or
- Participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.

### **Monitoring the Testing Environment**

Prior to testing, the School Test Coordinator and Administration will visit all testing rooms/areas to ensure that all content relevant materials have been removed or

covered. It is the School Test Coordinator and Administration's responsibility to monitor the testing environment in a manner such that it does not interrupt testing or distract the students from testing. The students in the testing rooms should be visible to those monitoring via a window. It is the Test Examiner and/or Proctor's responsibility to circulate throughout the testing room during the test administration.

It is the School Test Coordinator's responsibility to plan for and place hall monitors throughout the building such that Test Examiners may contact a hall monitor without the use of an electronic device (computer, cell phone, tablet, watch, etc.). The hall monitors should have access to the School Test Coordinator and/or Administration without leaving the hall; hall monitors are allowed to use electronic devices outside of the testing rooms. Hall monitors must not use any type of electronic device to capture any part of any test in communicating any testing issue to the School Test Coordinator and/or Administration.

The System Test Coordinator is responsible for random monitoring of all testing sites and may be assisted in this responsibility by other administrative personnel.

### **Principal's Certification ~ Adherence to Prescribed Test Administration Procedures**

The System Test Coordinator distributes the forms to the School Test Coordinators prior to each test administration. The School Test Coordinator will communicate with the School Principal to complete the *Principal's Certification Form*. The Principal will complete this form once testing is complete, and all test materials are inventoried, verified, and returned to Rome City Schools' Central Office. The School Test Coordinator will turn in a copy of the form when test materials are checked-in to the System Test Coordinator. Both the System Test Coordinator and the School Test Coordinator will retain a copy on file for five years.

This form can be found in the GaDOE Student Assessment Handbook ~ page 155.

Additional guidance on security and accountability can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

## **Technology**

The System Technology Director will work with each school's School Test Coordinator and technology point of contact to ensure there are enough testing devices and that the devices are ready for testing with all software installed. It is the System Technology Director's responsibility to verify that (1) all wireless and wired networks are functioning

and ready for the number of test takers system-wide and (2) the testing software functions with district firewalls and other internal security.

Additional guidance on technology can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

## **Maintenance, Storage, and Distribution of Testing Materials**

All secure test materials (including test tickets, test booklets, answer documents, used scratch paper, used formula sheets, used periodic tables, etc.) while not in use must be stored in a locked central location with limited key access. According to guidance provided for each assessment, manuals may or may not be considered secure. Manuals for most assessment programs are posted in PDF format on the GaDOE website. Digital copies should be deleted, and paper copies destroyed at the close of testing. Testing materials are secured at the RCS Central Office until signed out to the School Test Coordinator and/or School Test Coordinator Assistant. If additional materials are ordered, the System Test Coordinator will inventory and distribute these items.

The Superintendent, System Test Coordinator, School Principal, and School Test Coordinator are responsible for the secure storage and distribution of all testing materials - printed online test tickets, test booklets, used scratch paper/graph paper, answer documents (where applicable), and any manuals. The System Test Coordinator will distribute all materials to the School Test Coordinator and/or the School Test Coordinator Assistant one to three weeks prior to testing depending upon the assessment. Upon receiving, the School Principal and the School Test Coordinator are responsible for the secure storage (with restricted access) of all testing materials. The School Principal and the School Test Coordinator should be the only people with a key to the secure testing location/storage. If other personnel MUST have access to the secure testing location/storage, there must be documentation of training on the security of testing materials, and the School Principal must be aware. Whenever testing materials are not in use, the materials must be stored in a secure locked location. No student, teacher, or other school personnel may have access to any secure testing materials prior to testing. While in the Test Examiner's custody, secure test materials must be kept in locked storage when not being used for actual administration, and during administration, the materials and the students must be supervised at all times. All materials must be returned to secure school storage immediately following testing. The School Test Coordinator will return all testing materials to the System Test Coordinator and/or area Coordinator (ESOL or GAA) as scheduled, and upon receiving,

the materials will be inventoried and prepared for shipping. Testing materials that are not required to be returned to the vendor or maintained for a specified amount of time are shredded at the system level upon the receipt of final test scores.

The System Test Coordinator will implement an inventory/accounting system between the Central Office and each school. The School Test Coordinator will implement an inventory/accounting system with each Test Examiner. For the inventory/accounting system, the School Test Coordinator's Check in/Check out form must include the following: date, time in/out, # of test items, Test Examiner signature, School Test Coordinator's initials. Test Examiners will sign test materials out, and School Test Coordinator's will sign test materials in. If a proctor is present in the testing environment, the proctor's name should be included on the form for documentation purposes. This is to be done as close to the start and end of testing as possible.

System Material Storage - The following items will be maintained securely at RCS Central Office.

- Test Tickets - These are stored until scores are received and all irregularities are resolved. Once this is done, these items are shredded.
- Testing Documentation & Irregularities - These will be stored on a Google document, maintained in a Shared Google Drive with very limited access - Principal, School Test Coordinator, School Test Coordinator Assistant, and System Test Coordinator. (5 years)
- Inventory of Testing Materials (5 years)
- Any and all security checklists (5 years)

School Material Storage - The following items will be maintained securely at each school in the School Test Coordinator's testing files.

- Any and all student sign-in sheets, security checklists, and test booklet distribution logs (5 years)
- Training Agendas, Sign-In Sheets, Copies of Training Materials & Hand-outs, and a List of Signatures for the *Test Security Information for School Test Coordinators/Examiners/Proctors* & for the *Roles and Responsibilities for Examiners and Proctors* (5 years)
- Test Examiner signed copies of *Examiner's Certification of Adherence to Prescribed Test Administration Procedures*. (5 years)

All secure paper materials, both scorable and nonscorable, will be returned to the testing program's contractor at the close of the testing window according to guidance.

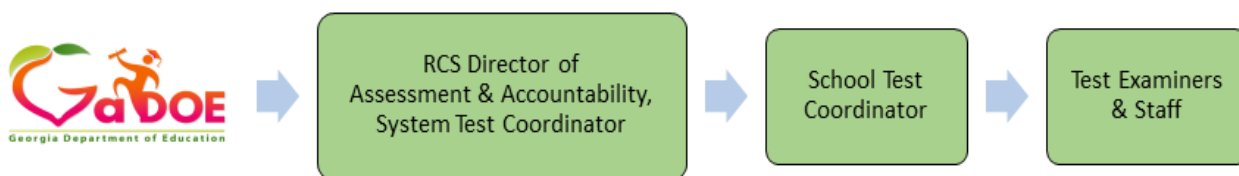


All materials specific to testing, except voided answer documents, test tickets, rosters, test books, and scratch paper are kept on file for a period of five years. These materials are maintained by the School Test Coordinator in a locked cabinet in his or her office.

Additional guidance on maintenance, storage, and distribution of testing materials can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

## Training

Prior to testing, test security trainings and/or workshops must be conducted. Using a train-the-trainer model, the System Test Coordinator attends training conducted by the GaDOE, and in turn, the System Test Coordinator trains the School Test Coordinators.



School Test Coordinators attend a School Test Coordinator's training for both regular and accommodation-provided testing at a system designated day, time, and location. This meeting is communicated by Google invitation. After receiving training from the System Test Coordinator, the School Test Coordinator trains ALL Test Examiners, Proctors, and other personnel assisting with testing (regular and accommodation-provided) at his/her school. Both the System Test Coordinator and the School Test Coordinator will use the resources supplied by the GaDOE Assessment Division for training purposes.

These resources can be found on the GaDOE website - [GaDOE Testing/Assessment](#).

Test Examiners, Proctors, and other personnel assisting with testing are required to attend training conducted by the School Test Coordinator at a school designated day, time, and location. If a Test Examiner or Proctor is unable to attend the scheduled test training, it is the responsibility of the School Test Coordinator to make-up that training prior to the test administration. A Test Examiner may **NOT** test or proctor, and a Proctor may **NOT** proctor unless he/she has received test training from his/her School Test Coordinator prior to the administration of the test. All Test Examiners and Proctors must sign an attendance sheet at the training to verify attendance. School Test Coordinators retain the sign-in sheet, agenda, presentation, and handouts of the training.

Each Test Examiner and Proctor receives a copy of the following:

***Test Security Information for School Test Coordinators/Examiners/Proctors & Roles and Responsibilities for Examiners and Proctors*** from the GaDOE Student Assessment Handbook. Each Test Examiner and Proctor is then required to sign that they received these documents, read the documents, understand the documents, and have asked any necessary questions concerning the documents. School Test Coordinators retain a list of signatures indicating receipt of these.

The System Test Coordinator will schedule all testing for the school system and make the calendar available to all those involved via email, Google shared document (*Assessment folder* in the *RCS Administration* shared folder), and the RCS website (Departments → Testing/Assessment). The School Test Coordinator prepares and distributes a school specific testing schedule of Test Examiners, Proctors, and test sites to all school personnel prior to testing. Other events should not be scheduled during testing times.

Each Test Examiner receives a copy of the ***Examiner's Certification of Adherence to Prescribed Test Administration Procedures*** from the GaDOE Student Assessment Handbook. Upon completion of testing, each Test Examiner completes this form (check marks, signature, and date) and returns it to the School Test Coordinator, who will retain these. Included with this form is a record of all students who left the testing site and an explanation in detail of any testing issues.

All personnel (certified and classified) involved in testing must receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given test. This includes all staff who are involved in the handling of secure test materials. Volunteers should not handle test materials or manage testing logistics but may assist in the administration in other ways (i.e., front office support and monitoring students who are not testing). Training must include a review of the Test Examiner's Manual (TAM), security breaches, and potential opportunities for irregularities and invalidations. Training must also include a discussion of Standard 10: Testing - support of test examiners in administering, managing, and monitoring assessments securely and appropriately. Last, the training must clearly articulate the process for reporting irregularities.

Additional guidance on training can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

## Testing

Multiple testing procedures, protocols, and policies can be found in the GaDOE Student Assessment Handbook. Each school should have a plan with procedures in place such that all testing procedures and protocols are followed.

Below is a bulleted list of additional procedures to address frequently/commonly asked questions.

- Prior to testing, Test Examiners with support of the School Test Coordinator and Administration will ensure that all students have been trained on the technology for test administration and will provide all students with online practice opportunities. Such opportunities can be found on the GaDOE website and other testing platforms. [Georgia Milestones Training Resources](#)
- The School Test Coordinator must ensure that only approved calculators are used during testing. Each Test Examiner/Proctor must monitor the students to make sure that they are using only state approved calculators. The School Test Coordinator and Test Examiners must sign the Georgia Milestones Assessment System Calculator Policy.
- Electronic devices of any kind are not permitted to remain on or with Test Examiners or students during testing. Each school must have a procedure to communicate this, ensure such devices are secured, and ensure the procedure is followed.
- Once testing has started no students are allowed to enter the testing room and begin testing. Each school must have a procedure for students who are late arrivals on testing days.
- In case of severe weather, the need to evacuate, or a security lockdown, Test Examiners shall instruct the students to close their test books and place all materials upside-down on their desks. If online testing, the students are to click the pause button on the test. The Test Examiner shall evacuate everyone and lock the door. In any unexpected situation, educators must first act to assure the safety of all children and adults. While test security is critical and must be maintained, **student safety is always the priority**; beyond that, and to the greatest extent possible, the integrity of the test is to be maintained.
- In case of student emergencies (illness or restroom), the Test Examiner must collect the student's test materials or pause online testing, and a person designated by the School Test Coordinator must supervise the student to and from the restroom/nurse's station. A student who is testing should never be allowed to go anywhere unsupervised.

- The School Test Coordinator will ensure that all students receiving special education services, EL services, and/or 504 services receive all necessary, correct, and most current accommodations during testing as prescribed by the student's IEP, TPC, and/or IAP (504 plan). Also, it is the School Test Coordinator's responsibility to code all accommodations (sped, EL, and 504) for students in their student profiles (online testing) or on their answer documents (paper testing) prior to returning materials to the system level. These accommodations will be documented on a Google document, maintained in a Shared Google Drive with very limited access.
- It is the School Test Coordinator's responsibility to examine ALL answer documents (paper testing) before returning them to the system level. They should make sure that all demographic data has been written and bubbled in, labels are on correctly, bubbles are clear, stray marks have been erased, etc.
- It is the School Test Coordinator's responsibility to coordinate all transcriptions of student responses. The School Test Coordinator is to ensure that the transferring of answers has accurately been done and that a *Validation Form for Transcription of Answer Documents* has been completed by the scribe and the witnesses. This form is located on page 156 in the 2022-2023 Student Assessment Handbook.
- It is the School Test Coordinator's responsibility to document a student's non-participation in testing. Non-Participation will be documented on a Google document, maintained in a Shared Google Drive with very limited access.
- Under the guidance of the System Test Coordinator, to ensure consistency, it is the School Principal's responsibility to communicate information concerning testing - the testing calendar, testing results, and remediation/retesting opportunities - to parents.

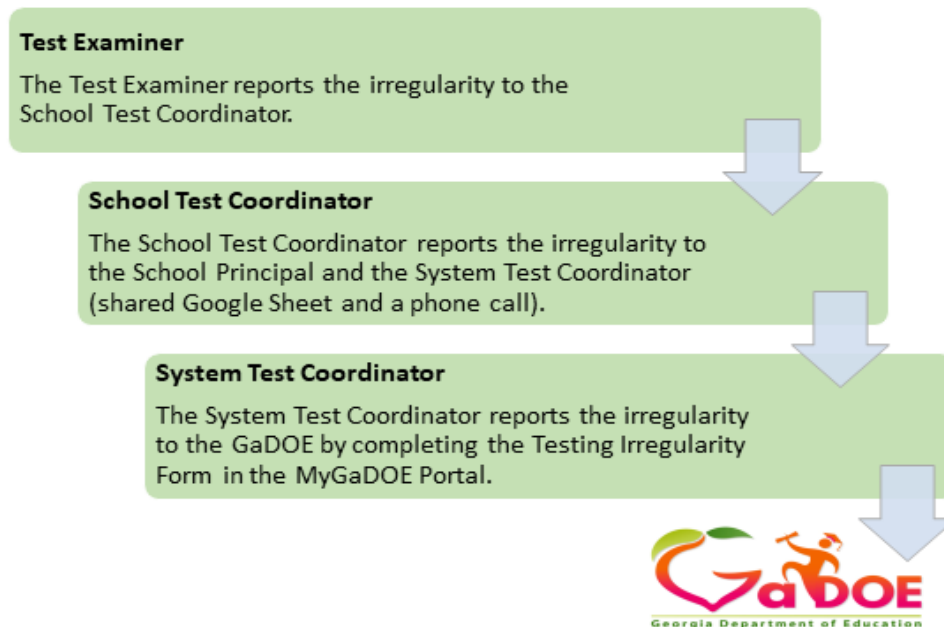
Additional guidance on testing can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

## **Irregularity Reporting**

An irregularity is a testing anomaly that warrants a report and coding, but test scores stand. A testing anomaly is any deviation from standard test administration procedures or test security protocols. An invalidation may be necessary following the review of a reported irregularity. The System Test Coordinator may request an invalidation; however, only the GaDOE determines if the irregularity becomes an invalidation. It is the responsibility of all RCS personnel to follow protocol as they become aware of testing anomalies, irregularities, and invalidations.

## Steps for Reporting a Testing Irregularity

1. Test Examiners (classroom teachers) and/or proctors report anomalies to the School Test Coordinator. The School Test Coordinator will document reported anomalies.
2. The School Test Coordinator will review the anomalies and report all documented anomalies that are irregularities or are potential irregularities to the System Test Coordinator via the *FY23 Testing Documentation & Irregularity Form*, found on the Google shared drive Account & Assess in the Assessment folder in the Assessment 22-23 folder. When the School Test Coordinator enters documentation, he/she will also call or email the System Test Coordinator for notification purposes. Phone calls to the System Test Coordinator to discuss testing anomalies are strongly recommended. If written statements from those involved in the anomaly are requested from the System Test Coordinator, it will be the School Test Coordinator's responsibility to secure those.
3. The School Test Coordinator will also communicate with the School Principal concerning any testing anomalies.
4. The System Test Coordinator will report possible irregularities to the GaDOE via the secure portal. The System Test Coordinator will document the GaDOE's response via the shared *FY23 Testing Documentation & Irregularity Form*.
5. Both the System Test Coordinator will ensure that all appropriate coding is completed as directed by the GaDOE. Also, the GaDOE will inform Rome City Schools if reporting the irregularity to the Professional Standards Commission is recommended. In the event this occurs, the System Test Coordinator will work with the Superintendent, Associate Superintendent, and the Human Resources Director to file the report to the Professional Standards Commission.



Additional guidance on irregularity reporting can be found in the GaDOE [2022-2023 Student Assessment Handbook](#).

### [2022-2023 Student Assessment Handbook](#)

The GaDOE 2022-2023 Student Assessment Handbook provides a single, complete document combining information concerning student assessment, accessibility and accommodations, and assessment administration protocols. For more information concerning any topic in the Rome City Schools Assessment & Security System Level Plan, please reference the GADOE 2022-2023 Student Assessment Handbook; a link is provided in the title of this section.

**This handbook is NOT intended to be a complete legal explanation of every Georgia or Rome City Schools rule, procedure, policy, protocol, and/or regulation. It is simply intended to be a guidebook to help all those involved in testing understand what is required and offer information to guide. It should not be assumed to cover every situation and circumstance that arises during the course of the year.**