

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state-adopted content standards and inform efforts to improve teaching and learning. Results of the assessment program are utilized to identify students failing to achieve mastery of content, to provide teachers with feedback about instructional practice, and to assist school districts in identifying strengths and weaknesses to establish priorities in planning educational programs. The successful implementation of the statewide student assessment program requires a concerted effort by many individuals at the local level.

The System Testing Coordinator (STC) has been designated by the Superintendent to implement the state assessment program. The STC is responsible for all aspects of the assessment program. The STC provides training to the School Test Coordinator.

The building principal and School Test Coordinator (ScTC) are responsible for all test materials for their school. Testing materials are inventoried by the ScTC. Any discrepancies are recorded and reported to the STC. A signed and dated copy of the school's inventory is sent to the STC. Any additional material needs will be requested from the STC.

Testing materials are locked in a secure location with only the ScTC and principal having the key. All testing materials will remain in a locked secured setting until disseminated to testing administrators on the day of testing. Care should be taken to distribute testing materials as close to the time of administration as possible.

The ScTC will create and maintain a daily inventory document for checking testing materials out to and in from professionally certified staff members who will be administering the assessment. This document will remain on file in the ScTC files.

Those administering the assessments receive training from the ScTC for each administration. This is documented by agenda and sign in sheets. Testing orientation should include information regarding the Code of Ethics as it relates to assessment as well as the security plan. Staff members complete an online Code of Ethics compliance module each year. The security plan is posted on the district website as well and is accessible to all stakeholders. All staff members – including lunchroom personnel, custodial staff, front office staff, and others not involved in the assessment – receive information regarding the assessment.

No testing materials will leave the school or remain in any person's possession beyond the testing window for each day of scheduled assessment.

All testing materials remain secure in the locked environment until returned to the STC at which time the responsibility for securing the materials transfers to the STC.

The system will maintain all testing materials in a secured and locked environment until such time they are packaged and returned to the respective assessment processing center or destroyed by the local district as directed by the GA DOE.