

Northwest Elementary School

Testing Security Plan

2020-2021

The Murray County Board of Education implements the assessment program in the Murray County School System (MCSS) 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 at Northwest Elementary School (NWE) 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 at NWE 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 Northwest Elementary School 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.

Northwest Elementary School Test Security Plan Procedures

Testing security procedures and guidelines for Northwest Elementary School 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:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Pages/Information-F-or-Educators.aspx>

Northwest Elementary School participates in all state mandated assessments as well as national and local assessments.

State Mandated Assessments:

□ All kindergarten students shall be assessed using the Georgia Kindergarten Inventory of Developing Skills (GKIDS) during their kindergarten year as the school readiness assessment for first grade.

□ **FIRST-GRADE ASSESSMENT.** Subject to appropriations, local systems shall administer a formative assessment with a cumulative component that is tied to performance indicators in reading and mathematics in grade one.

□ **SECOND-GRADE ASSESSMENT.** Subject to appropriations, local systems shall administer a formative assessment with a cumulative component that is tied to performance indicators in reading and mathematics in grade two.

□ Alternate Assessing Comprehension and Communication in English State to State (ACCESS) - for English Learners who meet the criteria

□ Georgia Milestones End of Grade Assessment (EOG) - ELA, Math for grades 3-8: Science for grade 8, and Social Studies for grades 5 and 8.

□ Georgia Milestones End of Course Assessment (EOC) 9th grade literature, American Literature, Physical Science, Biology, Math II, Analytic Geometry, US History, and Economics in grades 9-12

□ Georgia Alternate Assessment 2.0 (GAA 2.0)- for students who meet the criteria in grades 3-8, and 11

Local Assessments:

□ MCSS – Measures of Academic Progress (MAP) All Math Courses: Grades K-2

□ MCSS - Measures of Academic Progress (MAP) All ELA/Reading Courses: Grades K-2

□ MCSS – DRC BEACON All Math Courses: Grades 3-6

□ MCSS - DRC BEACON All ELA/Reading Courses: Grades 3-6

Guidelines for the Administration of Local Assessments include:

□ Some guidelines specific to local test security include directives that the tests cannot be taken home with students, tests should be administered in a specific window of time, and tests cannot be altered.

□ **Security Plan Overview**

It is the intent of Northwest Elementary School to administer all assessments with integrity and validity. Care is taken to ensure that all assessments are protected from any ethical violations, and to maintain high program standards.

Test Security:

□ The documents provided by the Georgia Department of Education and the information from the State Student Assessment Handbook (SAH) are used to train school personnel.

□ Each fall an *Overview of Testing Training* is held and all school test coordinators are required to attend. The System Test Coordinator is responsible for training all school level testing coordinators. The school level testing coordinators are responsible for testing all test examiners and proctors.

○ Some of the topics covered are:

- Security Breaches
- Testing Irregularities and steps for reporting
- Prohibited use of Cell Phones on Assessments
- Professional Ethics – including reporting requirements and disciplinary actions
- Georgia Student Assessment Program Responsibilities
- Test Distribution and Storage
- Test Security Information for School Test Coordinators, Examiners, Proctors, and Administrators
- Roles and responsibilities for the Superintendent, System Test Coordinator, Special Education Director, Title III Coordinator, Instructional Coordinators, Principals, Schools, School Test Coordinator, Examiners, and Proctors
 - Online Logistics, Procedures, and Guidelines
 - Assessment Overviews, Updates and Changes
 - Test Security Information for School Test Coordinators, Examiners, Proctors and Administrators

The principal is responsible for identifying a certified administrator to serve as the School Testing Coordinator with the understanding that the principal has the ultimate responsibility for testing within the school. The principal must complete a *Principals Certification Form* at the end of each State Assessment.

Educators who have not been trained may not participate in the test administration. Anyone who has not been trained may not handle the tests. At the conclusion of each test administration each

test examiner and proctor must certify appropriate procedures were followed in the administration of the test by signing.

□ Test Security Management Procedures:

□ System Test Coordinator receives materials from Vendor- Tests are received at the system and all materials are inventoried and any discrepancies are reported to the testing vendor and the DOE.

□ School receives material from System test coordinator- Materials are boxed by school and are delivered to the school where the system test coordinator will inventory the materials and report any discrepancies to the DOE.

□ Examiner receives materials from School Test Coordinator and return of materials at conclusion of day's testing- The school test coordinator gives the examiners the exact number of test booklets and answer documents immediately before the test administration. Examiner counts and verifies the number received. Examiner signs for the number of test received and records the time on the log. The Test Coordinator will count them when the Examiner returns the test and will record number of test booklets and the time the test were returned.

□ System Test Director inventories materials at each school at the completion of testing-

The system test coordinators go to each school where they account for all received materials. Once accounted for they box the materials for return to be scored. Test booklets are counted and placed in numerical order and boxed for return to the vendor by the School Test Coordinator. If test materials are lost or misplaced, immediate contact must be made with the DOE. They are collected by the maintenance workers who have received training in how to handle the test boxes or the School Test Coordinator returns the boxes. The school test coordinator and the system test coordinator signs that all test booklets are returned to the vendor.

□ System Test Director arranges for the return all materials to the vendors- materials are returned in accordance to the guidelines and procedures in the Test Coordinators Manual.

Training:

□ Training is held in the fall for all School Test Coordinators and assistant test coordinators. It is similar to the training provided by the DOE to the System Test Directors.

□ Training is held for school level test coordinators before every main test administration. School test coordinators then redeliver the training at their school. Training includes test preparation, test administration, ethics, post test procedures, and reporting of irregularities. Records of agendas, handouts, and sign-in sheets are maintained at the system level and school level.

Monitoring and Reporting of Irregularities:

□ Monitoring is completed by school level administration and central office staff.

□ Procedures for reporting suspected testing irregularities are reviewed before each main test administration. Any violation regarding Bagley Middle School's test security plan will result in a quality investigation.

Investigative procedures are as follows:

1. The principal and school test coordinator will be notified of any incident.
2. The school test coordinator will notify the system test coordinator.
3. The system test coordinator will request written statements from all parties involved if necessary.
4. The system test coordinator will provide a written summary of the incident and investigation findings and consult with the Georgia Department of Education.
5. The system test coordinator will report the incident to the Georgia Department of Education immediately, prior to the investigation.
6. The system test coordinator will enter final documentation into the portal.
7. The Personnel Director and Superintendent will be notified to investigate further in regards to the Code and Ethics and the Professional Standards Commission rules.

Communication:

□ District and School level test security plans are communicated to the public and local educator through district and school websites, school newsletters, and district and school level meetings. The testing calendars are posted on the websites and school level test coordinators training schedule is provided to school administrators and all test coordinators are required to attend test training.