Vidalia City Schools: Vidalia High School Georgia Milestones EOC 2019-2020	
Principal: John E. Sharpe	Test Coordinator: Chris Carroll
Testing Dates: 5/4/2020-5/14/2020	

Communications with staff and parents

Before	Testing calendar shared with faculty and staff at beginning of school year via emailed schedule. Testing calendar denoted on school website calendar. Training dates are communciated to staff via email.
During	Announcements are made daily to communicate with faculty and students the daily EOC schedule. Announcements are made daily to communicate phone discipline and quiet in the hallways. Examiners take attendance daily and turn it in the Guidance for make-up roster.
After	Score reports are delievered to parents with the very next progress report after report delivery. A school score report copy is filed in students' permanent records. Score delievery is made to Principal and used in PLCs for training and planning ourposes.

Test Security

Before	School Test Coordinator received system test security training from System Test Coordinator. Test Security training is conducted by School Test Coordiantor with entire VHS staff. School Test Coordinator receives manuals which are locked in Guidance Office vault. Test tickets are printed, organized by test administration, and stored in vault.
During	Test tickets are delivered to examiners on day of testing and stored locked up until administration. Examiners sign for test tickets. Attendance is carefully taken on the provided test roster and used for make-up roster. Test examiners read script and test security policies exactly from the manual. Test proctors postitioned per school testing policy. Late arrivals to school will be sent to the Media Center and marked absent for make-up testing.
After	Test tickets are retrieved form each examiner after testing, signed back in, and locked in Guidance vault. Verify all testing is marked "Complete" in DRC. Withdrawn students are exited. All materials are locked in the Guidance vault.

Accommodations

Before	A list of accommodations will be acquired from GoIEP and Case Managers, and a spreadsheet created. Small Groups will be created for accommodation settings. A list of accommodations for each students will be prepared for test examiners. Accommodations will be entered into DRC for each student with an IEP.
During	Students assigned to a Small Group will be told their testing location prior to testing and report there for testing. The examiners will have a list of accommodations for their small group students. Examiners will verify accommodations listed on the accommodations document match those on the test ticket. Examiners will follow the accommodations for each student in teh Small Group.
After	Examiners will return all documentation and report any failure to provide accommodations and/or student refusal of accommdations to school test coordinator for action.

Technology

Before	The school technology coordinator will ensure there are enough testing devices. The school technology coordinator will check all devices to ensure compliance with DRC requirements. The school technology coordinator will work with the sysytem technology coordinator to ensure the wireless network is running properly. Technology troubleshooting and points of contact will be discussed during school Milestones training.
During	School test coordinator and school technology coordinator will be available for troubleshooting assistance .
After	The media specialist will take inventory of devices. Any technology issues will be resolved by the media special

Training

Before	Training will commence with the school test coordinator attending Milestones system training. All staff will be trained at a mandatory faculty/staff meeting. GaDOE resources will be used as training. All students will have at least one opportunity for a practice test prior to the testing window.
During	School test coordinator will ensure all staff participating in Milestones have been trained. All administration policies will be followed, including accommodations.
After	Testing documentation will be turned in to Guidance and locked in a secure location. Any test irregularity will be reported to the System Test Coordiantor. The Certification form will be signed by the School Test Coordionator and School Principal and submitted to the System Test Coordinator.

Vidalia City: Vidalia High School- ACCESS 2.0 2019-2020	
Principal: John E. Sharpe, Jr. School Test Coordinator: Chris Carroll	
Testing Dates: 1/16/2020-3/8/2020	
Communications with staff and parents	
Before	The assessment calendar is developed system wide with district and school leadership to ensure there are no conflicts with other school activities. Assessment calendar is developed and distributed to all staff at the beginning of each school year. The system test coordinator provides training for school testing coordinators prior to each testing window. All procedures including communication, test security, accommodations, training for examiners and proctors, and required documentation are covered. The test examiner will consult with the school testing coordinator and principal about specific testing dates to ensure that testing dates and times do not conflict with school activities. Parents are provided with the assessment schedule by sending a letter home with their child. Students complete the practice online assessment prior to the actual EOG assessment. During their practice sessions, procedures for the assessment are shared with students. All students are reminded that NO electronic devices are allowed in the testing environment.
During	Announcements are made daily to remind students and faculty of the testing schedule. School test coordinator communicates with test examiners in regards to student attendance. Teachers email school test coordinator the names of any students that are absent from testing. School test coordinator contacts the parents/guardians of any students who are absent from testing to notify them and arrange for makeup testing. During the testing session, the school test coordinator communicates with the school office staff about when the testing is in session to avoid any interruptions.
After	Parents receive a copy of their student's results after the state reports are received. The EL teacher schedules meeting with parents to discuss the students score reports. A copy of each student's test results are placed in the student permanent record. Parent training documentation is submitted to the System Test Coordinator.
Test Security	
Before	Materials are received from the System Test Coordinator and the Title III director verifies numbers received. All materials are stored in a secured locked location with restricted access. The test examiner will set up the testing location prior to the scheduled testing time. The Title III director works with the test examiner to complete the test registration process and print off test tickets for the students. Test tickets are kept in a locked secured location with the Title III director until the testing session date and time.
During	Ensures testing sites are free of interruptions during test administration and that sites do not have content-related materials to and collects from each Examiner on the testing days. Forms for checking test materials in and out are provided by WIDA. The materials are signed out by the test examiner are counted and documented on the forms. They are dated and signed by the test examiner. The sign out forms are kept by the Title III director and provided to the System Test Coordinator.
After	All test materials are signed in (sign, date, and time) after the testing session is complete. The school test coordinator accounts for all materials received. Materials are placed in the secured location after each testing session by the school test coordinator. Return all specified test materials to the System Test Coordinator.
Accommodations	
Before	The Title III Director will provide a list of EL students to the Special Education Department and obtain a list of accommodations for the students who have IEPs, IAPs, or EL/TPC plans. The Title III Director will be responsible for providing the accommodations list the to the test examiner who will utilize them in the testing sessions. All examiners receive training and are prepared to provide accommodations for students with IEP, EL, or 504 plans.
During	Students receive their accommodations for presentation, setting, response, scheduling based on their education plan.
After	All test materials are signed in (sign, date, and time) after the testing session is complete. The test examiner and Title III director accounts for all materials received. Examiners sign off that all students receive the prescribed accommodations.
Technology	
Before	Coordinate with the system test coordinator and system technology director to ensure that all devices are ready for testing. Ensure that there is the appropriate number of technology devices for all students in a testing session. ACCESS test examiner works with the media specialist to make a plan for each testing session that includes the number of devices and location for each testing group.
During	The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices each testing session. Any issues with technology are reported to the school testing coordinator and if needed the media specialist at the school. If the issue cannot be resolved, the system technology director is contacted.
After	Examiners collect technology devices from the students immediately after their tests are submitted. Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.
Training	
Before	System Test Coordinator provides training to the Title III Director and ACCESS for ELs test examiner at the beginning of the year. System Test Coordinator, Title III Director, and ACCESS for ELs test examiner participate in WIDA webinar trainings. Training materials include handouts, PowerPoints, emails, sign-in sheets, and agendas.
During	Email communication is provided about testing procedures and security during tests.
After	WIDA training is provided for the EL teacher regarding interpretation of student results. Parents are provided with detailed explanations about how to interpret their child's test results.

Vidalia City: Vidalia High School GAA 2.0 2019-2020	
Principal: John E. Sharpe VHS Test Coordinator: Chris Carroll	
Testing Dates: 3/1/2020-5/3/2020	
Communications with staff and parents	
Before	System testing calendar developed by System Test Coordinator and published system wide. System Test Coordinator provides training for School Test Coordinators.
During	Examiner/Case manager contacts parents regarding any absences from testing and reschedules as needed. Examiner informs School Test Coordinator daily as to progress of testing.
After	Parents receive a copy of test results once school test copies are received. A copy of the test results is placed in each students permanent record.
Test Security	
Before	Materials are received from the Sysytem Test Coordinator and checked by School Test Coordinator. Materials are stored in a secure, locked vault in the Guidance Office.
During	School Test Coordinator monitors testing administration to ensure adherance to test procedures. Examiners follow security procedures from training and the Administration Manual.
After	All testing documentation not mailed to GaDOE for scoring is locked in secure vault.
Accommodations	
Before	The school test coordinator enters accommodations in DRC for all students with an IEP, EL, or 504 plan. All students receiving accommodations are grouped according to their plans.
During	Students receive accommodations for presentation, setting, response, and scheduling based on their education plan.
After	All testing materials are signed in after testing is complete. Materials are placed in a secure, locked location after testing.
Technology	
Before	Coordinate with the school technology coordinator that all devices are ready for testing.
During	The district technology director is available if any technology issues occur during the testing session. Examiners verify that they have the appropriate technology devices each testing session.
After	Examiners collect technology devices from the students immediately after their tests are submitted. Examiners return all technology carts to the media center and they are placed in a secure locked room until the next testing session.
Training	
Before	System test coordinator provides training to the school test coordinator prior to the testing window. School test coordinator provide the examiner and proctor training for each testing window.
During	Emails are sent at the beginning and end of each testing session with reminders and procedures regarding testing. All staff are informed when each testing session has concluded and that all materials have been received.
After	Staff members are trained on how student results are shared with parents. Parents are provided with detailed explanations about how to interpret their child's test results.