

2014-2015
Johnson County Schools

ASSESSMENT SECURITY POLICY AND PROCEDURES PLAN
“TEST SECURITY PLAN”

This *Assessment Security Policies and Procedures Plan* (“Security Plan”) sets forth the test security policies, procedures, and responsibilities that the Johnson County Schools have established for the district’s testing program. It is intended for use by all Johnson County School personnel, including contractors and suppliers, as appropriate. These policies and procedures were collected and created following through a collaborative review by the District Change Team. This plan includes several items taken directly from the Georgia Department of Education’s Student Assessment Handbook (GaDOE SAH) with enhancements for Johnson County Schools.

A copy of the GaDOE SAH can be found via the following link:

<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/Assessment/Documents/Student%20Assessment%20Handbook%202014-2015%20FINAL%2092214.pdf>

Program Overview

Johnson County Schools testing program is a combination of National, State and District Level assessments. The measured outcomes of each assessment and the curriculum assessed vary. The assessments are utilized to determine the strength and weaknesses of students as well as the instructional program.

State-Level/National Level

Testing materials, security guidelines and administration procedures are provided by the State of Georgia for the following assessments (comprehensive information can be found in the GaDOE SAH related to each assessment):

- **ACCESS for ELLs in Grades K-12**
- **GA Milestones (End of Grade EOG)**
 - **Reading, English/Language Arts, Mathematics, Science and Social Studies in grades 3-8**
- **GA Milestones (End-of-Course EOC)**
 - **Coordinate Algebra, Analytic Geometry , Grade 9 Literature and Composition, American Literature and Composition, Economics/Business/Free Enterprise, U.S. History, Biology, and Physical Science**
- **Georgia Alternative Assessment in grades 3-8 and 11 (GAA)**
- **Georgia High School Writing Test (GHSWT)**
- **Georgia Kindergarten Inventory of Developing Skills (GKIDS)**
- **End of Pathway (CTAE)**
- **NAEP, grades 4, 8, and 12**
- **21st Century Skills Technology Assessment**

District-Level

Student Learning Objective (SLO) assessments are administered in courses not assessed by GA Milestones. Each course will be administered a pre and a post assessment. This data will be used to determine the growth of each student enrolled in the course. All state level procedures and guidelines will be adopted and implemented in Johnson County Schools when administering the SLO assessments.

District level benchmark assessments using the OAS and GOFAR, are administered throughout the school year to monitor student progress on grade level standards. Formative and summative assessments are administered on a routine basis in the classroom to monitor progress and provide data for differentiation of teaching and learning. The assessments, administered to students in grades 3-8, are aligned to the Common Core Georgia Performance Standard and Georgia Performance Standards for each content and grade level. The System uses SRI to identify and monitor progress of a student's Lexile score.

Security Plan Overview

The Johnson County Schools Security Plan must be used in conjunction with the GaDOE SAH, test specific manuals and the National Center for Educational Statistics (NCES) and NAEP Service Center (NCSS) guidelines.

This Security Plan includes definitions, policies, and procedures for the regulation of all aspects of test security including:

- Information security,
- Exam publication, and
- Exam administration.

In many cases, these policies and procedures represent operational security goals that are already in different stages of implementation. The elements of this Plan provide greater protection of the intellectual property of the assessments, reduce test fraud and theft and maintain high program standards and integrity. The plan will be used to train staff, and as a reference document to structure security roles, responsibilities, and performance expectations.

Proctors, Monitors, and students will not be allowed to use electronic devices during a test session. Cell phones will be collected from students prior to the session beginning. School personnel should not use any electronic device (this includes but is not limited to: cell phones, ipads, tablets, computers, etc) during testing session. Students testing online are not allowed to access any other website or program during the scheduled session (even if all students have completed testing).

The Security Plan has been approved by Johnson County Schools District Change (Leadership) Team. The plan will be reviewed and revised on at least an annual basis.

Roles, Responsibilities

The following section outlines the roles and responsibilities for school level personnel published by the Georgia Department of Education in the Student Assessment Handbook. Please be aware that the outline below may not encompass all school specific roles and responsibilities.

Principal (GaDOE SAH page 42)

1. Has ultimate responsibility for testing activities in the local school.
2. Ensures proper environment for test administration.
3. Ensures that all testing sites are appropriately prepared: adequate student workspace, proper lighting, good ventilation, sufficient number of desks in good repair, instructional

- materials (e.g., posters, word walls, etc.) removed or covered, etc.
4. Ensures that the test accommodations identified in students' IEPs, IAPs, and ELL/TPC plans are provided for each student as specified.
 5. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students).
 6. Designates a School Test Coordinator to coordinate the testing program.
 7. Assigns personnel to serve as Examiners and Proctors.
 8. Arranges appropriate schedules for teachers who will be Proctors and Examiners and for those who will be teaching other students not involved in testing.
 9. Informs students and parents/guardians about the purpose of testing, dates and times for testing, and expected dates for return of test results (see Test Preparation section).
 10. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.
 11. Advises School Test Coordinator, Examiners, and Proctors if emergency situations arise.
 12. Monitors the administration of tests.
 13. Supervises all testing activities to ensure strict test security.
 14. Maintains test materials in a secure location, with restricted access.
 15. Notifies System Test Coordinator of testing irregularities and provides explanation of circumstances.
 16. Ensures that local calendars are planned so that all tests are administered according to the state and system published testing calendar. The state calendar provides testing dates for the current and following academic years.
 17. Monitors test preparation activities to ensure that secure testing materials are not misused.
 18. Verifies all special education teachers have been trained to administer the GAA.
 19. Verifies all ESOL teachers have been trained to administer the ACCESS.
 20. Verifies all kindergarten teachers have been trained to administer the GKIDS.
 21. Validates the content and procedures of students' portfolios by signing the GAA validation form.
 22. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

School Test Coordinator (GaDOE SAH page 43)

1. Receives test materials from System Test Coordinator and verifies numbers received.
2. Determines the number of test booklets to be assigned to each testing site and accounts for material distribution and return.
3. Prepares all testing sites.
4. Assists Principal in assigning Examiner(s).
5. Assigns Proctors appropriately in accordance with state guidelines.
6. Accounts for the security of all test materials during the time the materials are in the building.
7. Ensures all materials are stored in a secure, locked location with restricted access. Confirms access is restricted by accounting for keys.
8. Conducts orientation and training sessions for Examiners and Proctors.
9. Adheres to system testing schedule.
10. Distributes test materials to and collects from each Examiner on the testing days.
11. Ensures Examiners sign out (date and time) materials each testing day shortly before

- testing begins each day.
12. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
 13. Provides each Examiner with a list of student FTE and GTID numbers.
 14. Gives Examiners extra No. 2 pencils, pens for writing tests, and resource materials, if appropriate.
 15. Accounts for all students in terms of testing requirements.
 16. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.
 17. Coordinates and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator.
 18. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
 19. Packages and returns materials to System Test Coordinator according to directions and time line. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
 20. Maintains dated student sign-in/sign-out sheets for each GHS GT administration.
 21. Ensures that students have only one opportunity to test during each window.
 22. Ensures that for any students not currently enrolled in their local school, the following protocol is applied:
 - a. contacts students' schools for verification of test eligibility and
 - b. requires photo ID and maintains photocopy record.
 - c. The decision to test out-of-system students is a local one. The burden of identification, establishment of eligibility, and record-keeping ensuring score reports are returned to the appropriate school must be borne by the administering school/system.

Examiner (GaDOE SAH page 44) * The term **Examiner** refers to the person administering the assessment.

1. Participates in training.
2. Reviews and follows all procedures in handling all administration materials.
3. Counts materials prior to testing and after testing to verify accuracy.
4. Ensures the security of test booklets while they are in the testing site before, during, and after testing.
5. Ensures the accuracy of student FTE and GTID numbers on each answer document.
6. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
7. Follows procedures for testing as given in *Examiner's Manual*, including reading all directions to students.
8. Maintains control of testing situation and keeps students on task. **Examiners should actively circulate and monitor students throughout the testing session(s).**
9. Allows no student to leave the test room unless there is an emergency.
10. Counts and verifies all testing materials each day prior to dismissing students.
11. With administrator supervision, at the conclusion of testing, inspects answer documents to ensure that all information is correctly bubbled in the appropriate places.
12. Checks to see that all students have entered and bubbled in the test form number correctly if one is required.

13. With administrator supervision, inspects answer documents for stray marks at the conclusion of testing.
14. With administrator supervision, completes or verifies student information on answer documents.
15. Completes State Required Codes (SRC) on answer documents.
16. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
17. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards should be free of any writing except for test procedure information. Electronic devices are not allowed in the testing site.

* **Certified** educators (teachers, counselors, administrators, paraprofessionals) must administer all assessments. Educators without Georgia certification from the Professional Standards Commission may not administer state assessments.

Proctor (GaDOE SAH page 45)

1. Participates in training.
2. Assumes responsibility for assigned students.
3. Monitors a specific area if a large testing site is used.
4. With Examiner supervision, assists in preparing test materials for distribution to students in a classroom on days of testing.
5. Ensures that desks are clear of everything except test materials.
6. With examiner supervision, assists in distributing and collecting classroom test materials.
7. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
8. Remains in testing site during entire testing time.
9. With Examiner supervision, observes students during test to monitor that they are: (a) marking answers completely and correctly; (b) choosing only one answer per item; (c) marking answers which have the same number as the corresponding item number in the booklet; (d) using only specified test materials; (e) not using calculators unless permitted on specific subtests; and (f) using appropriate materials such as correct test forms and answer documents. Reports student actions to examiner immediately.
10. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
11. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
12. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
13. Monitors students with disabilities, 504 students, or ELL students who may require closer observation than other students or who need special assistance.
14. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
15. Under administrator supervision, assists in completing and double-checking coding, including the correct entry and bubbling in of test form numbers.
16. Assists the Examiner in maintaining strict test security.

Test Security Management

This section outlines processes to manage the security of test materials and security incidents including testing misconduct, breaches and mishandling of protected exam material, coaching and other testing improprieties. These guidelines should be used in conjunction with those set forth by the GaDOE and the Student Assessment Handbook.

Secure Chain of Custody

For **all** assessments administered by Johnson County Schools, the following must be implemented and followed:

Receipt of Materials from State Vendor: All test materials for main administrations are shipped by the state's vendor to the Central Office in boxes packaged by school. Upon arrival at the Central Office, the individual boxes are counted by Johnson County Central Office staff. Johnson County Central Office Staff notify the District Assessment Coordinator that materials have arrived for transport to Central Office Assessment Storage, the material remains in the secure testing warehouse unopened until shipment to schools.

Distribution to Schools: District Assessment Coordinator notifies school test coordinators of delivery of materials. All materials are distributed on the same day throughout the system, when more than one school is administrating the same assessment. (i.e. Elementary and Middle School will both receive CRCT material on the same day.)

Receiving Materials at Schools: On the day of test delivery, the principal and/or School Level Coordinator must receive and immediately secure testing materials. At that time, the principal and/or school level coordinator must immediately sign for receipt of materials.

Inventory and Request for Additional Test Materials: All requests for additional materials must be submitted in writing to the district assessment coordinator. Materials will be distributed in the same manner as main shipment.

Storage of Secure Materials

As outlined in the Georgia Department of Education's Assessment Handbook, all test materials must be kept in a secure location. Secure locations should only be accessible to the principal and test coordinator. Entrance to the location must be locked at all times. Each bundle of test documents is to remain shrink-wrapped to ensure confidentiality/security. If the materials have wafers securing the booklets, schools may open the shrink-wrap no more than 24 hours prior to the administration. The test coordinator and/or the principal are required to prepare test materials to accommodate the number of students tested in each section in each grade. The materials are stored within a secured/locked location in each school.

During the Testing Window/Period: Individual packets of materials are removed from the secure location within the schools and are distributed to examiners prior to each testing session. Using the *School Security Management Forms* for documentation, the Coordinator must count all materials before disseminating to examiners. Additionally, the examiners must verify count upon receipt. Upon returning to the testing environment, examiners distribute test materials (booklets and answer documents) to the students in each section (based on directions found in

the specific assessments Examiner’s Manual). The testing process in each school is supervised by the principal and school-level test coordinator, and is monitored by central office .All examiners are instructed to precisely follow directions from the Examiners Manual. Following each test session, the examiner must account for all materials before dismissing students. The coordinator must count all materials as examiners check in at the end of testing each session. The information must be recorded and verified for accuracy on the *School Security Management Form*.

As outlined by the Georgia Department of Education the following activities should be conducted at the conclusion of the testing in a supervised setting:

- ❖ Check all coding of identifying information and form numbers, when applicable.
- ❖ “Erase all stray pencil marks and smudges from the answer documents in a monitored environment.
- ❖ Make certain that **NOTHING** has been written on the answer documents except in areas designated for recording information (SAH, page 111).”
- ❖ Count the answer documents and test booklets to account for the appropriate number.
- ❖ Check to make certain there are no answer documents left in the test booklets.
- ❖ Unnecessary handling of answer documents must be avoided.
- ❖ Review all counts to make sure that total entered on building/class ID forms, Security Management forms, stack cards, etc. agree.

After the Testing Window: Following the testing period, the school-level test coordinator and/or the principal is required to count and verify the return of all testing materials and package all scorable and non scorable documents for pick up by the District Assessment Coordinator by the school’s test coordinator.

Test Check-in Process: Each school is given a designated time for scorable check-in with the District Coordinator at the individual school. During check-in, all answer documents are counted and checked for the accuracy of demographic information by the school-level test coordinator under the supervision of District Assessment Coordinator. The check-in process is considered complete when all documents are accounted for and all demographic information has been verified. When this process is validated by the District Assessment, the individual school-level scorable materials are bundled, labeled, boxed and sealed by District Assessment Coordinator for pick-up by the state’s processing vendor for scoring. **Every test booklet, unused/voided answer document, examiner manuals and scratch paper must be returned.** The non-scorable materials are prepared for shipment to the processing vendor by the assigned date.

Lost Test Materials

Schools are expected to return all scorable and nonscorable testing materials after the completion of the testing window. If test materials are lost or misplaced, immediate contact must be made with building principal and the system assessment coordinator. In turn, the system assessment director will work with the school and the state department to determine next steps.

Incident Response Plan

The below section is taken directly from the Georgia Department of Education’s Student Assessment Handbook (p. 110)

Dealing with Emergency/Unexpected Situations

“In any unexpected situation, educators must first act to assure the safety of all children and adults, and to protect property from damage. Beyond that, and to the greatest extent practicable, the integrity of the test being administered is to be maintained. In order to report reliable and valid test scores, the testing situation must be as secure as possible. Below are some examples of situations where unexpected interruptions of the testing session could occur. If handled appropriately, testing can be resumed without compromising the integrity of the test.

Unplanned fire drill/bomb threats – Student safety is the priority. Tests should be kept secure (lock door when students have evacuated the room). Students should not take the test outside and should not be permitted to talk during the drill. Be sure to note the time of the evacuation so that you can figure out how much time students have to complete the testing session. When you are able to reenter the building safely, resume testing as quickly as possible, allowing students the remainder of the allotted time to finish the test. Should you be out of the building overnight, materials should be verified prior to resuming testing and examiners need to make certain that students resume testing with the correct materials.

Student becomes ill during the test – Each situation must be considered independently. Remove the student from the testing environment as quickly as possible so that the other students are not disrupted. If cleaning up in the room is necessary, please relocate other students, allowing them time to complete the test. If relocation is not possible, remove students from the room, securing all testing materials. Students should be kept in a location where they cannot discuss the test until the room has been restored. Resume testing as soon as it is feasible, allowing students the remainder of the testing time. ”

Student disruption- According to the Georgia Department of Education, no student may be removed from their testing environment due to possible disruptive behavior prior to the start of any assessment. In the event that a student becomes disruptive after the testing session begins, under the supervision of a school monitor, remove him/her from the current environment. The student should then continue testing with a certified examiner in a new secure location.

Training

District-Level

Testing Overview Training

The system assessment director will conduct staff development related to the assessment program throughout the year. The principal and others appointed by the principal must attend Test Security Overview training at the beginning of the academic year. Samples of all handouts, presentations and sign-in sheets will be kept at the system level. No materials can be delivered to schools unless the principal and his appointed staff have attended the training.

Pre-Administration Workshops

All building level testing staff must attend the Pre-Administration Workshop prior to the administration of each state mandated assessment. These sessions provide a comprehensive overview of processes and procedures specifically related to individual assessments and will review ethics policies related to testing and assessment

School-Level

The building level testing coordinator is responsible for training all personnel within their schools. All proctors and examiners (certified educators) must be trained on procedures and test security. All examiners must sign the Test Examiner Assurance Document to certify the following of all procedures and report any irregularities. The test coordinator must retain a copy of all handouts, presentations and sign-in sheets for their record as well as provide a copy for the system assessment director..

The Georgia Department of Education also recommends that all staff members (Paraprofessionals, custodial staff, and others) in the school who may be in classes during testing or may be near the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Monitoring

All state-level assessments are monitored across the district. Extra measures are taken to ensure all schools are following appropriate testing protocols and security requirements:

1. School Monitors: Principals are responsible for developing an internal monitoring and proctoring plan for each school.

It is the responsibility of the district to ensure that test scores are available to schools in a timely manner. Score reports received by Research, Planning and Accountability via the Georgia Department of Education's Portal, will be distributed to Principals via the system assessment coordinator. Individual student reports, rosters, school level summary reports, and system level reports are made available to districts via printed copy. In turn, it is the responsibility of the local school to ensure that test scores become a part of students' records as soon as possible after testing, and that such records follow students in the case of a transfer or summer school enrolment. The system assessment coordinator is not authorized to share scores with parents. Schools are responsible for reporting all student test scores.

Security Incident Response Plan

The Test Examiner must immediately inform the building level coordinator of a possible irregularity. The coordinator must immediately inform the principal and District Assessment Director. In the event that the irregularity involves the principal and/or building coordinator the allegations must be immediately reported to the District Assessment Director and Superintendent. The district assessment director will report to the Georgia Department of Education's Assessment division of all irregularities (i.e. student illness, form number change, accommodations, misconduct allegations).

Taken from the Georgia Professional Standards Commission Website
Student Assessment in Georgia Schools

Standardized testing has become a basic component of accountability for students, teachers, administrators, schools and school systems in Georgia and other states. Communities rely on their schools' standardized test scores to determine the success of their schools and to compare them to other communities. New industries use test scores as a major factor in selecting locations for new facilities. As a result of national and state accountability ratings, standardized testing has become important to all states. When tests are properly administered, scored, and interpreted with a high degree of professionalism, all of the aforementioned stakeholders can be guided to make reliable and appropriate decisions. A good testing program provides the following benefits:

- Students, based on their individual test scores, will know the skills and knowledge they have mastered and how they compare to other students.
- Parents can evaluate whether their children are obtaining the skills and knowledge they need to be successful during and after their school experiences.
- Teachers can determine if students have mastered the skills and knowledge needed to advance to the next level and if not what skills and knowledge are weak and should be improved.
- Community members have a measuring stick to compare year to year improvement and to compare local student performance with performances of students in other locations.

Georgia relies on state-mandated assessments as a key component of the state accountability program as well as using the test results to fulfill national requirements for educational accountability. For reliable and valid reporting, tests must be administered fairly and ethically. In the pursuit of fair and ethical testing for all stakeholders of Georgia, the following areas shall be addressed before, during, and after testing.

- Test Security – Test materials shall be secured before, during, and after testing and scoring to ensure fair assessment of all students.
- Test Preparation – The test should reflect the curriculum being taught, and should be developmentally appropriate for the age and level of the test-taker. Teachers should be trained on proper administration procedures and testing practices.
- Test Administration – Policies and procedures should be developed to implement fair and ethical testing procedures and practices. All eligible students should be assessed.
- Test Data – Test scoring should be reliable and valid. Test data interpretation shall be appropriately given to stakeholders. Curriculum improvement should be guided by adequate data analyses.

Georgia Student Assessment Program Responsibilities

Standardized tests results are the basis for many reports and accountability measures. Because of the priority it plays in national and state expectations, the administration of tests shall be held to the Code of Ethics. An essential component is that all personnel perform their assigned responsibilities to maintain test integrity and for the process to be appropriately implemented.

Superintendent - The Superintendent has ultimate responsibility and accountability for all testing activities within the local school system.

- Develops local policies and procedures based on Georgia Department of Education guidelines and test publisher's directions to maintain test security.
- Supervises and monitors Principals to ensure that they fulfill their specific roles and responsibilities for the administration of tests.
- Ensures that all personnel involved with testing receive training on appropriate test administration, policies, and procedures including accommodations for each assessment given.
- Informs the local Board of Education, state test coordinator and Professional Standards Committee of any breach of security by employees of the system.

Principal - The Principal has ultimate responsibility and accountability for all testing activities within the local school.

- Ensures test security within the school building.
- Ensures distribution of test materials occurs immediately prior to test administration.
- Supervises all testing activities.
- Ensures that all school personnel have been appropriately trained on test administration, procedures, and policies, including accommodations for each assessment given.
- Ensures that accommodations have been given to only those students who appropriately need accommodations and have documentation of such need.
- Implements system's testing policies and procedures and establishes needed local school policies and procedures to ensure all students are tested fairly and appropriately.
- Reports immediately any breach of security to the Superintendent.

The superintendent will report to PSC as when necessary as determined by GADOE and/or local administrators.