

Polk School District Testing Plan 2015-2016

Testing Coordinator: Laurie Atkins

Polk School District conducts the assessment program as required by federal and state law. It is in compliance with the Elementary and Secondary Education Act and Georgia law relative to student assessment and data reporting. Polk School District interacts with state and federal agencies relative to the assessment program and accountability mandates. The testing department handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. Polk School District delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders. All test security procedures are available for review in the assessment director's office at the Polk School District Board of Education.

Training Plan:

I. Materials:

- a) All school testing coordinators must have a sign-in sheet for documentation of teacher and proctor participation.
- b) GaDOE Update on each testing being administered will be provided as a reference/resource for school testing coordinators.
- c) A District Update is provided to school testing coordinators to indicate any special requirements from the district.
- d) School Coordinator's Manuals and Examiner's manuals are usually available on the GaDOE's website. Please use these manuals to assist in training. All manuals must be kept secure and accounted for after each use.
- e) School Coordinators should distribute the Roles/Responsibilities for all individuals being trained: coordinator, principals, examiners, and proctors. Discuss each group's roles/responsibilities, and have individuals sign at bottom. (This document can be found in the Student Assessment Handbook from the GaDOE)

II. Collection of Materials:

- a) Checking in Materials from District Office is the responsibility of the school coordinator. Please use the packing slip from the school's shipment to check the accuracy of the delivery.
- b) Make checks of confirmations and notations of inaccuracies. Please sign, date and fax the packing slip back to Laurie Atkins's office (770-749-2089).

III. Test Security:

- a) In order to maintain the integrity of the assessment program and its results, security must be established and maintained. Test security should be a top priority in both pen/paper and online formats for testing. The responsibility of the assessment program at the school level rests with the principal and their designated school test coordinator.
 1. Use the Student Assessment in Georgia Schools (PSC document) to discuss the testing ethics and consequences of violations.

2. Use the Examiner “Must Do” page from the GaDOE’s Student Assessment Handbook.
 3. School Coordinators are trained in using the Polk School District Incident Sheet, Access Log for Secured Test Storage Area, and Transcribing or Scribing Answer Document Form.
- b) School Coordinators are responsible for ensuring proper coding of test documents.

IV. Cell Phones:

- a) Students are not permitted to use, or bring into the testing environment, any electronic device that could allow them to access, retain, or transmit information (e.g. cell phone, PDA, smartphone, electronic recording, camera, or payback device). An announcement **must** be made prior to testing that such devices are not allowed in the testing environment and that possession or improper use of such devices during testing may result in disciplinary action in accordance with the system’s student code of conduct and/or test invalidation.
- b) Examiners and proctors must refrain from having phone conversations, sending emails, sending texts, posting to social media, etc. during their administration of a test to students and during the time they possess secure materials.

V. Unexpected Events:

- a) Unplanned Fire Drill/Bomb Threat - In any unexpected situation, educators must first act to assure the safety of all children and adults, and to protect property from damage. While test security is critical and must be maintained if at all possible, student safety is always the priority. Beyond that, and to the greatest extent possible, integrity of the test being administered is to be maintained.
 1. If during a test administration an unplanned fire drill/bomb threat occurs, students must evacuate the building. Lock the door when students have evacuated the room/building if at all possible.
 2. Students should not take the test outside and should not be permitted to talk about testing during the drill or incident.
 3. If the school’s safety plan permits for the testing group(s) to be kept together and under direct supervision, please do so.
 4. Not the time of the evacuation so you can figure out how much time students have to complete the testing session.
 5. When it is safe to re-enter the building, resume testing as quickly as possible, allowing students the remainder of the allotted time to finish the test.
 6. Should the event become lengthy, and once all considerations relative to student safety have passed, the GaDOE will be contacted for further directions regarding plans to resume testing.
 7. Materials should be inventoried per normal processes and verified prior to resuming testing.
- b) Severe Weather – If it is feasible and safe to continue testing, that is permissible. Be mindful that online testing can be particularly vulnerable to severe weather due to the possibility of power/internet disruptions.
 1. Keep test secure if students must be evacuated.
 2. Students should not take the test outside of the classroom and should not be permitted to talk about testing during the event.
 3. If the school’s safety plan permits for the testing group(s) to be kept together and under direct supervision, please do so.

4. Not the time of the evacuation so you can figure out how much time students have to complete the testing session.
 5. When it is safe to re-enter the building, resume testing as quickly as possible, allowing students the remainder of the allotted time to finish the test.
 6. Should the event become lengthy, and once all considerations relative to student safety have passed, the GaDOE will be contacted for further directions regarding plans to resume testing.
 7. Materials should be inventoried per normal processes and verified prior to resuming testing.
- c) Power Outage (Pencil/Paper)
1. If it is feasible to continue testing, that is permissible.
 2. If not, tests should be kept secure initially within the testing setting. Students should not be permitted to talk about testing during the period during which testing is suspended.
 3. Be sure to note the time of the event so that you can figure out how much time students have to complete the testing sessions.
 4. When the school can resume testing, do so as quickly as possible, allowing students the remainder of the allotted time to finish the test.
 5. Should the event become lengthy, and the school must suspend testing for the remainder of the day, the GaDOE will be contacted for further directions regarding plans to resume testing.
 6. Materials should be inventoried per normal processes and verified prior to resuming testing.
- d) Power Outage (Online Testing)
1. Please follow all instructions that address loss of connectivity/power in the online testing manuals.
 2. It may be necessary to contact the support line for the testing contractor.
 3. When the school can resume testing, do so as quickly as possible, allowing students the remainder of the allotted time to finish the test.
 4. Should the event become lengthy, and the school must suspend testing for the remainder of the day, the GaDOE will be contacted for further directions regarding plans to resume testing.
- e) Student Becoming Ill – each situation must be considered independently.
1. Remove ill student from the testing environment as quickly and quietly as possible.
 2. If cleaning is necessary to the extent that it will require the relocation of students, the test examiner must collect secure test materials while students transition to a new setting.
 3. Students will be allowed to complete testing once relocation has occurred.
 4. If relocation is not possible, remove students from the room while it is being cleaned and secure all testing materials – or pause online testing.
 5. Students should be kept under supervision, not allowing them to discuss the test.
 6. Resume testing as soon as it is feasible, allowing students the remainder of the testing time.

VI. Medical or Restroom Emergency:

- a) Given that the health and dignity of students should never be jeopardized, schools must have a plan in place for students who become ill during test administration.
 - 1. If a health/restroom related need develops that is urgent, a student may be escorted to the restroom/clinic and their materials secured.
 - 2. If the event is of short duration, the student may return to testing and received the time lost due to their need to exit the test setting. This should be documented by the school on the Incident Form and reported to the System Coordinator, but does not have to be reported to the GaDOE as a testing irregularity.
 - 3. If the event becomes protracted and/or the student is unable to return to a test session, report this event as a testing irregularity. This even will be reported to the GaDOE portal.
 - 4. In general, for an assessment with two or more “sections”, a student who did not return to testing may not reenter the section they previously had accessed.

VII. Testing Preparations

- a) School Coordinators are responsible for checking the accuracy of student information
- b) School Coordinators are required to have test examiner’s sign materials in and out each day during test administration.
- c) Proctors are used when required. Proctor are only required with there are 30 or more students in a testing environment. All test proctors are trained on their roles/responsibilities.
- d) Testing Procedures are clearly articulated to ensure a smooth and problem-free test administration. Schedules, groups and location assignments, and special directions are distributed and explained before testing administration.
- e) Accommodations are well documented by the Special Education Department. School coordinators carefully check to ensure students are provided the appropriate and accurate accommodations for each individual test.

VIII. Collection of Materials

- a) Sign-in and Sign-out sheets are used to document who is responsible to each individual test booklet, the date, and number of test booklets received.
- b) Before testing documents are returned to District Office, the school coordinator carefully accounts for all materials.
- c) During the document count, the school coordinator checks for complete information (Form Numbers, Labels, Names...) on each answer document.
- d) Materials are returned to the District Office, where the materials are re-counted by the System Testing Coordinator and assistant.
- e) Principal Certification Sheets are required on all standardized tests. This document must be returned at the time of delivery of the testing materials.