

All roles and responsibilities outlined in the Student Assessment Handbook (SAH) are incorporated into the Toombs County Testing Plan at the system and school levels. The SAH provided by the Georgia Department of Education (GaDOE) and the test specific guides published and periodically revised on the GaDOE website serve as the guiding principle and remain **the final authority** on testing in the State of Georgia. The SAH is printed annually for principals and School Test Coordinators. Teachers have access to the electronic version through the Teacher Share for their school.

1) Receipt, Verification and Distribution of Materials

- Materials are signed for at the County Office.
- Materials are received by the System Test Coordinator, who counts and prepares the materials for distribution to each school.
- Materials are received by the School Test Coordinators, who verify the count and transport the materials to the school.

2) Communication with a Variety of Audiences

- The School Test Coordinator checks with the principal, assistant principal and front office staff to ensure that the testing days are free from disturbances such as fire drills, tornado drills, intercom interruptions, etc.
- Late arrivals on test day are rescheduled for make-up testing on an alternate date.
- The schools communicate standardized testing with parents in a variety of ways.
 - Testing dates are announced through the yearly system calendar, monthly parent newsletters, flyers, school marquees, radio announcements, open houses, etc.
 - When results arrive, copies of individual results are sent home to parents. Parents are given the opportunity to meet with the child's teacher (advisor or homeroom) or school guidance counselor to have the results explained or interpreted.

3) Testing Protocols

- Training
 - System Test Coordinator conducts training for School Test Coordinators before each testing administration.
 - School Test Coordinators train examiners prior to each testing administration.
- Irregularities
 - All test administration irregularities must be reported by Examiners to the School Test Coordinator.
 - The School Test Coordinator sends irregularities to System Test Coordinator for verification.
 - The System Test Coordinator contacts the GaDOE immediately for direction.
 - If instructed to do so by the GaDOE, the System Test Coordinator will investigate and complete the Testing Irregularities Documentation Form provided online on the MyGaDOE Portal.

4) Special Populations

- Students are identified for GAA and CRCT-M by the Special Education Director.
- Students are verified for ACCESS through their ELL teachers.
- School Test Coordinators determine testing groups, using the information from the accommodations matrix provided by special education and ELL teachers as well as through 504 plans.

Best Practices for State Mandated Student Assessment Checklist

Toombs County School System

Prior to Receiving Test Materials in the School

1. Assign a school administrator as the School Test Coordinator.
2. Assign a certified school person to be the Assistant School Test Coordinator.
3. Ensure the School Test Coordinator and Assistant School Test Coordinator receives training from the System Test Coordinator.
4. Ensure the establishment of a school program and schedule where all school level Test Examiners, Proctors, and Monitors will be trained in proper test administration.
5. Establish testing rosters for each testing site listing Test Examiner and Proctor assigned. (Keep for documentation.)
6. Prepare a master list of students and their accommodations which is verified and signed by School Test Coordinator and the following personnel based on involvement: Special Education Department designee, ELL designee, or 504 designee.
7. Train in a second session Test Examiners who will be giving test accommodations.
8. Establish a secure storage area for test material at each school testing site.
9. Establish a security procedure for transporting test material from the system secure site to the school(s) secure site(s). Date and time stamp departure and arrival times.

After Receiving Test Materials in the School

10. Ensure the integrity of the secured storage area
11. Assign two or more people to be present at all times when verifying, counting or assembling test materials.
12. Manually count all packages of material comparing to invoice.
13. Manually count contents of each package comparing to package count indication.
14. Cease all specific test prep/review activities when testing materials are moved to the school.
15. Prepare containers at each school for each testing site within the school with the exact quantity of materials the Test Examiner will need.
16. Have teachers remove/cover all instructional materials from walls, cabinets, desks, etc.
17. Principals should verify that all instructional materials have been removed and that windows have been uncovered.
18. Schedule all test sites in areas where there is easy access for Monitors.
19. Prepare a schedule so that hall Monitors are available to all test sites on a regular patrol.
20. Develop a sign system so that Test Examiners can notify hall Monitors when assistance is needed in their testing sites.
21. Put student desks/tables in positions to discourage communication and cheating among students.

During Testing

22. Provide pencils to students that have erasers that will not smear or smudge. Be sure they are # 2 non-mechanical pencils.
23. Have each student sign a roster that gives the book and form number of his/her test booklet beside the student name when test booklets are first given to students. Have students and Test Examiner verify numbers.
24. Ensure that student name and required information has been accurately bubbled and printed on answer document.
25. Record the start and stop time of each testing session and/or section. This should be done by each Test Examiner.
26. Ensure that the script (instructions for students in the manual) is read exactly as directed and no deviations are made during the testing process.
27. Ensure Test Examiners and Proctors walk routinely by student desks monitoring that students are following instructions, are in the appropriate test sections, and answering in appropriate section of answer document.
28. Ensure the Test Examiner maintains a testing site Incident Log Sheet noting any unusual occurrence in the testing site that could cause an inflated or deflated score.
29. Provide a form that the student and witness sign at the time of transfer, if a student's answers must be transferred to a new answer document (due to erasure holes, soiled or torn answer document, etc.).

Best Practices for State Mandated Student Assessment Checklist

Toombs County School System

During Testing *Continued*

30. Instruct Test Examiners, Proctors, and Monitors NOT to read a student test unless they are providing an "oral reading" exam or a Braille administration.
31. Report any problem with a student test booklet to the School Test Coordinator immediately.
32. Instruct Test Examiners, Proctors, and Monitors NOT to discuss test questions or answers with anyone, including students.
33. Report any concern about a test question or an item's answer choices to the School Test Coordinator who will relay the information to the System Test Coordinator who will notify GaDOE.
34. Verify that testing procedures and protocols are being followed in the testing site by requiring Monitors to enter a testing site routinely.
35. It is advisable that school personnel including School Test Coordinator, Assistant Test Coordinator, or school administrators should not be in the school building at night, on weekends, or on holidays while testing materials are in the building. Definitely, they should not have access to secured testing materials.
36. Test Examiners should contact the School Test Coordinator immediately if any situation arises that might impact test results.
37. School Test Coordinator should contact the school Principal immediately if any situation arises that might impact test results.
38. Each day announce to students and staff what test or test section will be completed that day.
39. Make-up testing must be done using the same testing procedures as the original testing.

After Testing

40. Test document cleanup must be done in a group setting with the School Test Coordinator.
41. Testing materials should be collected and verified promptly after each testing session.
42. Keep materials secured until return to System.
43. Return testing materials to System via a secure procedure as soon as possible and document date and time for departure and arrival.
44. Testing materials should be collected by the system and counts verified for return to state/companies.
45. Materials returned from schools should be signed for and dated by a System Test Coordinator or his/her designee and placed into the system's inventory.
46. Package answer documents noting on a master list the box number with a list of the classes submitted in that box.
47. Package testing materials for return recording the box number and what materials are returned in that box. This would include book numbers.
48. If school is responsible for packaging materials for return to state/companies, then the system should spot check matching numbers and recorded contents for accuracy.
49. Assure that all shipping directions and time lines are followed.
50. Secured test documents for shipping should be maintained in a secure location, never "left at main desk" for pickup by a carrier.
51. Establish a procedure for the School Test Coordinator or School Administrator to sign for student scores (hard copy and electronic) when they are returned to schools to encourage security and confidentiality.
52. Establish a procedure to distribute test scores to schools, teachers, and parents to ensure the protection of individual student test scores based on confidentiality laws and requirements.
53. Electronic files should be kept in secured manner with confidentiality stressed.
54. Retain all testing rosters, lists, signatures, agendas, sign-in/out sheets, logs, and other system/school materials for documentation purposes.