

All roles and responsibilities outlined in the Georgia 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 and reviewed with School Test Coordinators.

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 and from 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, and on school and system websites, 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 by the Special Education Director.
- Students are verified for ACCESS for ELLs through their EL teachers. Students are identified for the Alternate ACCESS for ELLs by the Title III/ESOL Coordinator and the Special Education Director.
- School Test Coordinators determine testing groups, using the information from the accommodations matrix provided by special education and EL teachers, as well as through 504 plans.