

Bremen City Schools
Testing Plan and Security Procedures

1. Each school has an assigned School Test Coordinator.

- The Assistant Principal at Jones Elementary School has supervisory authority over the Test Examiners and is responsible for the security of the testing materials while in the Elementary School.
- The Administrative Assistant at the Bremen 4th & 5th Academy and Bremen Middle School has supervisory authority over the Test Examiners and is responsible for the security of the testing materials at those two facilities.
- The Assistant Principal at Bremen High School has supervisory authority over the Test Examiners and is responsible for the security of the testing materials while in the High School.

2. Each school has an assigned Assistant Test Coordinator.

- The principal is the Assistant Test Coordinator at the elementary school.
- The principal is the Assistant Test Coordinator at the Bremen 4th & 5th Academy
- The principal is the Assistant Test Coordinator at the Bremen Middle School.
- The principal is the Assistant Test Coordinator at Bremen High School.

3. Each School Test Coordinator and their assistants receive training from the System Test Coordinator.

- School Test Coordinators receive initial training on the State Assessment Handbook policies and procedures each August as the new Handbook is made available from the DOE. A copy is made and given to each School Test Coordinator for their office.
- Extra time and special consideration is given to testing security and the testing of special populations as those items may change from year-to-year.
- Each School Test Coordinator is trained additionally and specifically prior to the administration of any norm-referenced and/or state mandated test. Specific procedures and policies are reviewed with the System Test Coordinator.
- Confidentiality and the required security procedures from the GaDOE and BOE are reviewed and this information is certified by the School Test Coordinator and the Principal certifies the information was reviewed thoroughly prior to the receipt of every assessment's materials.

4. Each school has established a program and schedule to ensure that all Test Examiners, Proctors, and Monitors are properly trained for each test administration.

- School Test Coordinators prepare agendas and training material to ensure training adheres to state and local regulations.
- Each Test Examiner and Proctor signs appropriate forms indicating review of security and confidentiality procedures before, during, and after testing.
- All Test Examiners are trained during a faculty meeting for each test administration ensuring specific training that may be required for different assessments.

- Extra certified teachers are trained in the event of an absence or emergency.
 - All training participants sign indicating their training for each specific test.
 - Administrators are present at each training session.
5. **A testing roster is developed for each Test Examiner.**
 - Roster is reviewed to ensure that no relative is inadvertently placed in the testing room of a guardian or relative.
 6. **A master list of all students and their accommodations is verified by the In-school Special Education Coordinator prior to testing and scheduling.**
 7. **All Test Examiners of students with special accommodations are trained in a second session.**
 - This allows each test examiner to review in the Test Administrator's manual the precise wording allowed by the GaDOE. The oral reading is explained in detail within the Examiner's Manual provided by the GaDOE. This includes voice tone, inflections, timing, and any allowed repetitions.
 - Test examiners review students' accommodations.
 8. **All test materials are in a secure room which only a Testing Master key can unlock. Only the School Test Coordinator and System Test Coordinator have access to the keys. Rooms are kept locked at all times while testing materials are in the room.**
 9. **All test materials are signed for by the School Test Coordinator when delivered to that secure testing room.**

After Receiving Test Materials in the School

10. **School Test Coordinator ensures integrity of the security of the testing storage area.**
 - Keys are the sole responsibility of the School Test Coordinator.
 - No one is allowed in testing storage area without the School Test coordinator or his/her designee.
11. **School Test Coordinator manually counts all testing materials.**
 - Any discrepancies are reported to System Test Coordinator and then to GaDOE.
 - School Test Coordinator retains all lesson plans once test materials are moved to individual schools to support that test review was never altered as a result of tests being on site.
12. **School Test Coordinator prepares containers at each school for each testing room with the exact quantity of materials, rosters. And accommodations if indicated.**
 - School Coordinator prepares test containers as indicated by state requirements.
 - School Coordinator places test booklets with same form number if oral reading is required.
 - School Coordinator secures all prepared tubs in testing storage room.
 - School Coordinator prepares form with the inventory number of each test booklet assigned to the individual student that is signed out and signed back in by the Test Examiner each testing day. Test Examiner and School Test

- Coordinator or Assistant School Test Coordinator verify and sign that the count is correct in the presence of each other.
13. Teachers remove/cover all instructional materials from walls, cabinets, and desks in the classroom several days prior to testing. Only a wall clock is permitted.
 14. Desks are placed in positions to discourage any communication and cheating among students.
 15. School Principals conduct a walk-through in every classroom several days prior to testing and verify the classroom as “test-ready”.
 16. Test Monitors are available in each hallway during each day of testing should assistance be necessary.

During Paper Testing

17. #2 non-mechanical pencils with erasers are provided to students.
18. Test Examiner writes the inventory number/form number of test booklet assigned to each student in the testing room.
19. Test Examiner verifies that student has bubbled correct form number and required demographic information.
20. Test Examiner records start and stop time of each test session.
21. Test Examiner reads the test script *exactly* as directed with no deviations.
22. Test Examiners and proctors routinely walk by student desks to monitor students are following directions and are working in the correct test sections and answering in the appropriate section of the answer document.
23. Test Examiner notes any unusual occurrence on the testing log or roster that could cause an inflated or deflated score.
24. Any transfer of student answers to a new answer document due to erasure holes, etc. is documents on a form that witnesses sign at the time of the transfer. School Test Coordinator is present at this time.
25. Test Examiners, Proctors, and Monitors are instructed NOT to read a student test. The only exception is for an “oral reading” accommodation.
26. Test Examiner reports any problem with a student test booklet to the School Test Coordinator immediately.
27. Test Examiners, Proctors, and Monitors are instructed NOT to discuss test questions or answers with anyone, including students.
28. Document any verbalized student concern about a test question/answer to the School Test Coordinator who will relay the information the System Test Coordinator who will contact the GaDOE.
29. Verify that testing procedures are strictly followed.
30. Test Examiner should contact Test Coordinator immediately if any situation arises that might impact test results. STC, with the aid of the System TC, may contact the GaDOE with concerns.
31. School Test Coordinator must contact School Principal immediately if any situation arises that might impact test results.

32. Each day staff will announce to students the test that will be completed that day.
33. All make-up testing will be administered using the same testing procedures as the original testing.

After Paper Testing

34. Test document cleanup must be done in a group setting with the School Test Coordinator.
35. Test Examiners may not cleanup the documents of the students they taught or tested.
36. Testing materials should be collected and verified promptly after each testing session.
37. All testing materials will be stored in secure area until returned to System Test Coordinator.
38. System Test Coordinator will document date and time for departure and arrival from School Test Coordinator to System TC. All materials will be inventoried and signed for by both TCs.
39. Materials will be packaged according to vendor's instructions and GaDOE timelines.
40. Materials will remain in locked secure storage until pickup by the appropriate carrier.
41. School administrator will sign for student scores to encourage security and confidentiality.
42. Each school has a procedure to distribute test scores to teachers and parents that ensures protection of the individual student based on confidentiality laws.
43. Each school retains all testing rosters, lists signatures, agenda and training documents.

ONLINE TEST SECURITY

44. Test security of all materials must be maintained before, during, and after test administration.
45. All System and School Test Coordinators, Examiners, and Proctors must follow the procedures below to ensure test security and to maintain the integrity of the Test.
46. All school system personnel are prohibited from reviewing the contents of the Test.
47. All Test must be administered by a certified educator.
48. The Student Authorization Tickets must be kept secure at all times.
49. The Seal Codes must be kept secure at all times.
50. During test administration, materials must remain in the testing room and should be supervised at all times. (i.e., If the fire alarm goes off during online testing, the teacher should make sure that test materials are locked in the classroom and that students do not remove materials from the site as they exit the building.)
51. Examiners must account for all student test materials BEFORE dismissing students from the testing room.
52. Return all test materials to the School Test Coordinator at the end of the testing session.
53. The testing environment should be designed to minimize the potential for cheating.

- For example, Examiners should make reasonable efforts to minimize the extent to which students can see each others' computer screens. It may be helpful to provide blinders (in the form of file folders) between each computer monitor. Any sign of cheating must be handled immediately.
54. Contact the School Test Coordinator if you have any questions or if cheating or security violations are suspected.
 55. ALL individuals who have the responsibility for handling the Test are accountable for all testing materials assigned to them before, during, and after the test administration. Any discrepancies should be documented and reported to the School Test Coordinator.
 56. ___ Read all directions for test administration in this Online Examiner's Manual for Electronic Administration.
 57. ___ Attend training session with the School Test Coordinator to review the testing schedule and procedures.
 58. ___ Secure Student Authorization Tickets and Seal Code Sheet.
 59. ___ Secure scratch/graph paper, if needed.
 60. ___ Secure needed information from the School Test Coordinator in order to correctly complete State Required
 61. Coding (SRC) for each student.
 62. ___ Inventory/count test materials received from the School Test Coordinator.
 63. ___ Secure the "What if . . ." sheet for reference.

Before testing:

64. ___ Post a "Testing—Do Not Disturb" sign on your classroom door.
65. ___ Write the school and system names, and Test to be tested on the chalkboard.
66. ___ Be sure that all students have a comfortable and adequate workspace.
67. ___ Administer make-up tests or tests for students who require accommodations, if you are assigned to do so.
68. ___ Examiner's should not be reviewing test questions.
69. ___ Close down Test Session appropriately.
70. ___ Verify that you have collected a Student Authorization Ticket for every student in your classroom.
71. ___ Collect any scratch paper/graph paper used. Ensure student names are on the scratch paper/graph paper.
72. ___ Return all test materials to the School Test Coordinator at the conclusion of every test administration.
73. ___ At the end of each testing session, return materials to the School Test Coordinator as instructed.

- 74. Principal Certification form is completed and maintained by the System Test Coordinator for five years.**
- 75. Superintendent Certification form is completed on January 29 and July 31 in the portal as required by the GaDOE.**

Procedures and Consequences in the event of Irregularities and Invalidations for SLO, EOG, GHSGT, EOC, 5th and 8th Grade Writing Tests, and GHSWT

- 76. Events and circumstances or departures from standardized testing procedures are irregularities.**
- They may have an impact on student performance that is not possible to define or quantify.
 - They are reported and student scores will be flagged to note that conditions under which this score was obtained is different.
 - Use caution when interpreting this score.
- 77. Test Administrators will report any irregularity to the School Test Coordinator.**
- 78. The School Test Coordinator sends irregularities to System Test Coordinator for verification and to obtain the correct code.**
- 79. The System Test Coordinator contacts the GaDOE immediately for direction.**
- 80. As instructed by the GaDOE, the System Test Coordinator may be told to investigate and complete the Testing Irregularities Documentation Form provided online on the MyGaDOE Portal.**
- Improperly coded irregularities may default to the holding of those test scores.
- 81. Examples of irregularities include materials inappropriately distributed; directions not being followed; improper monitoring of test administration; students taking the wrong assessment.**
- 82. Other irregularities that affect the student performance and/or the integrity of the test can result in the invalidation of student scores.**
- These can include content being coached, disclosed, cheating, and responses being changed during or after testing by the Test Administrator.
- 83. Participation Invalidations are for those students who receive an accommodation that is not on the list of state-approved accommodations or not on the student's IEP.**
- When inappropriate accommodations are used, those students' scores may not be used when determining AYP calculations.
- 84. Irregularities specific to the End –of–Course Tests include the System Test Coordinator specifying the form number of the test when entering the information in the portal.**
- Portal documentation will include if a score should be invalidated or counted as an irregularity.
 - Additionally, the appropriate irregularity or invalidation SDU-B code and corresponding bubble will be used on the paper answer document.
- 85. Specific Breaches of Professional Ethics per the Professional Standards Commission include the following: Gives examinees access to test questions prior to testing, copies,**

reproduces or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets; coaches examinees during testing, or alters or interferes with examinees' responses in any way; makes answers available to examinees; fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, after or during testing; uses the secure test booklets for any purpose other than examination; participates in, directs, aids, counsels, assists, encourages, or failed to report any of these prohibited acts. All must be reported immediately to both the System Test Coordinator and Building Principal.

86. All Test Examiners are required to review the Code of Ethics annually with the hierarchy of consequences at <http://gapsc.org>.

87. In the event of an Irregularity, Invalidation or Participation Invalidation, the Examiner will notify the Principal and the School Test Coordinator.

- The School Test Coordinator will notify the System Test Coordinator. The System Test Coordinator will notify the GaDOE immediately.
- The System Test Coordinator will request a detailed written statement from all parties involved and follow up with all parties involved if necessary.
- Final documentation will be entered into the Portal by the System Test Coordinator.

Consequences for violations of the Code of Ethics through the Georgia Performance Standards is located below:

Disciplinary Actions

The Georgia Professional Standards Commission is authorized to issue a warning or reprimand, or to suspend, revoke, or deny certificates. These sanctions may be imposed after an investigation is conducted and notice of the disciplinary action with an opportunity for a hearing is provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 (GaPSC [Rule505-6-. 01](#)) (.pdf) ([requires Adobe Reader](#));
2. disciplinary action against a certificate in another state on grounds consistent with those specified in The Code of Ethics for Educators, Standards 1-11 (GaPSC [Rule 505-6-. 01](#))(.pdf) ([requires Adobe Reader](#));
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;

6. violation of any other laws and rules applicable to the profession; and

7. any other good and sufficient cause that renders an educator unfit for employment as an educator.

Five disciplinary actions and consequences related to certificates are described below:

Warning - A Warning admonishes the educator for his or her behavior but does not invalidate the educator's certificate. The warning cautions the educator that future unethical behavior could lead to a more severe action.

Reprimand - A Reprimand admonishes the educator for his or her behavior but does not invalidate the educator's certificate. The reprimand cautions the educator that future unethical behavior could lead to a more severe action.

Suspension - Suspension is the temporary invalidation of any certificate, license, or permit held by the educator for a period specified by the Commission. An individual whose certificate has been suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, or substitute teacher or in any other position during the period of his or her suspension. The educator's certificate is automatically reinstated at the end of the suspension period, provided it did not expire during the suspension. If the certificate expires during the suspension period, the educator must meet the current renewal requirements at the end of the suspension.

Denial - Denial is the refusal to grant a certificate to an applicant for disciplinary reasons. An individual who has been denied a certificate may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher, or in any other position. An applicant whose certificate application has been denied may petition for the Right to Reapply for certification no sooner than two years from the date of denial. A written petition must be submitted to the Commission with evidence that the reasons for the initial denial are no longer a factor. Should the Commission deny the Right to Reapply, the educator may re-petition for the Right to Reapply no sooner than one year from the date of the petition denial.

Revocation - Revocation is the invalidation of any certificate, license, or permit held by the educator. An individual whose certificate has been revoked may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher, or in any other position

while his or her certificate is revoked. An educator whose certificate has been revoked may petition the Commission for the Right to Reapply for certification no sooner than three years from the date of revocation. A written petition must be submitted to the Commission with evidence that the reasons for the initial revocation are no longer a factor. Should the Commission deny the Right to Reapply, the educator may re-petition for the Right to Reapply no sooner than one year from the date of the petition denial.