Jefferson County Board Of Education

Dr. Sam Dasher, Superintendent

Dr. Michael L. Lewis, Director of Testing

State Testing Preparation and Protocol for

Georgia Milestones

(End of Grade and End of Course and all other state mandated assessments to include GAA 2.0 and ACCESS for ESOL)
2024-2025 School Year

This document details:

I. General Overview of the state testing protocol in Jefferson County

II. **Test Security** Information questionnaire

III. Test security (<u>Must</u> and <u>Must Not Do</u>) responsibilities of test coordinators, teachers, examiners, and proctors – required signature statements for all who supervise in any capacity (as a part of their training before testing).

IV. Roles and responsibilities of:
   - A. Superintendent
   - B. System Test Coordinator
   - C. System Especial Education Coordinator
   - D. Principal
   - E. School Test Coordinator
   - F. Examiner
   - G. Proctor

V. Inappropriate use of test materials and how to document and report irregularities

VI. Required Forms that must be submitted:
   - A. Superintendent's Certification Form
     1. Summer/Fall
     2. Winter/Spring
   - B. Principal's Certification Form
   - C. Testing Irregularities Report Form
   - D. Testing Irregularity Form Statement
   - E. Validation Form for transcription of answer documents
   - F. Examiner's Certification of Adherence to Testing Procedure
   - G. Participation Documentation for Eligible EL Students

I.   General Overview/Description

Test booklets, answer documents, *Examiner's Manuals*, *School Test Coordinator's Manuals,* and *System Test Coordinator's Manuals* are distributed to each school system two to three weeks prior to the test dates. Test tickets for online testing are also available in advance of our district's testing window. Testing materials are stored in a secure central location. Each school implements an accounting system for distribution/collection of materials for each test administration. The Superintendent and System Test Coordinator are ultimately responsible and sign off for all test security.

Each School Test Coordinator (STC) and School Principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools and once online test tickets are printed (where applicable). Tests are distributed to schools by grade and for the exact number of students (with a small surplus for emergencies). The System Test Coordinator distributes test materials to the School Test Coordinator allowing an appropriate amount of time before testing is to begin. During this period, teacher orientations or workshops are conducted. Whenever tests or administration materials are not in use, they are stored in a secure locked location with restricted access. No student, teacher, or other school personnel has access to test booklets or questions prior to testing; the school test coordinator is the only person at each school who has a key to where these supplies are stored. This is inclusive of online test tickets. Tests are returned to the central location and ultimately to the System Test Coordinator as soon as possible, but no later than three days after all test administration has been completed. The System Test Coordinator implements an accounting system between the central location and the school, and then back to the central location.

The System Test Coordinator ensures that only appropriate personnel has access to testing materials. Procedures for disposing of and securing materials are specific to each kind of assessment being used, to include the Georgia Milestones specifically.

Online test tickets are maintained securely until scores are received for students. The System Test Coordinator securely destroys all tickets once it is confirmed that all students have received scores and that there are no outstanding irregularities surrounding the students' test administrations. The district retains student sign-in sheets, security checklists/test booklet distribution logs, and documentation of testing anomalies for a minimum of four years.

**II.   TEST SECURITY INFORMATION (Questionnaire)
FOR SCHOOL TEST COORDINATORS/TEACHERS/EXAMINERS**

Test coordinators are made aware of their responsibilities and have make everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing are aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, are made aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators often, if need be, make decisions on what actions should result. Attempting to analyze each situation by asking the following questions help to decide the proper action to take:

- Could this possibly give one student an improper or unfair advantage over others?
- Could this possibly give one teacher's class an improper or unfair advantage over others?
- Could this possibly give a student or teacher advance knowledge of the test?
- Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum/standards for the subject area to be tested?
- Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the GaDOE *Student Assessment Handbook*, or the instructions in the Examiner's Manual?

If the answer to any of the above was yes, then the action would be improper and should not be taken.

III. **Test Security - Must Do List for School Test Coordinators:** other protocol for all who will participate in the testing process will read, sign, and date this form. Depending on the role of the employee, that person will also receive that roles and responsibility sheet and sign off on it as well.

Must Do List

- Contact the local school test coordinator and the school coordinator will contact the System Test Coordinator if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.
- School coordinators will keep all testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that tests be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.
- STC will make sure that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security. Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. Untrained examiners will not be allowed to test.
- STC will perform all necessary readiness checks in advance of online testing.
- All examiners and proctors will adhere to calculator and cell phone policies and guidelines.
- STC will make sure that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the System Test Coordinator immediately.
- SCT will distribute testing materials as close to the actual testing time as possible.
- STC will make sure that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
- SCT will make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying.
- STC will make sure all persons returning materials sign a check-in sheet that shows date and time.
- STC will make certain that materials are issued only to persons who have been carefully advised of their responsibilities for test security. Only staff members who have been trained on the proper management of secure test materials/online test administrations should handle such materials.
- Examiners will follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can invalidate test scores.
- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on test booklets for grades K-12 if this is done in advance. This should be done in a central and well supervised location.
- Teachers and STC should take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.
- All examiners and test coordinators will adhere to the expectations set forth in the Student Assessment Handbook, and by the local system, relative to student possession of electronic devices in the test setting.

- Teachers must collect and turn in to the School Test Coordinator any scratch paper used during a standardized test and the School Test Coordinator should destroy it. Scratch paper must not be used for a test if the test directions do not allow it.
- Teachers should notify the School Test Coordinator of any problems that occur during testing. School Test Coordinators should immediately notify the principal in writing of any problems and then notify the System Test Coordinator. If necessary, the GADOE will notified
- STC will make certain that everyone involved in testing in any manner is aware of the items in this list and the list below and also ensure that everyone involved in testing is aware of professional practices and the consequences of violations.

Must Not Do:

- Allow anyone to see test forms for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no electronic copies/photos, no notes may be made about/of test content, including secure GAA portfolio entries.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Enter/disrupt test settings during test administration unless necessitated by an emergency or other important need that is time-sensitive.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose. This does not include appropriate sample test items, practice materials, or GaDOE publications such as Test Content Descriptions and Student Study Guides.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. This violates standardized test conditions and may invalidate scores. Directions may be clarified.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test content descriptions/objectives, test profiles, test results, or test preparation.
- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.
- Alter or interfere with a student's responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

I received a copy of this three page document (*Test Security Information for School Test Coordinators/Teachers/Examiners/Proctors*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name:_____**Date:** _____

IV. ROLES AND RESPONSIBILITIES

The successful implementation of the statewide student assessment program requires a concerted effort by many individuals at the local level. General responsibilities are described below. More detailed responsibilities are listed on the following pages.

NOTE: The failure of any personnel to assume the responsibilities described herein may result in testing irregularities and/or invalidation of scores. Additionally, failure to assume responsibilities may affect professional certification status.

Superintendent

1. Has ultimate responsibility for all testing activities within the local school system.
2. Appoints the System Test Coordinator.
3. Supervises Principals and System Test Coordinator to ensure that they fulfill their specific responsibilities for the administration of tests.
4. Maintains contact with System Test Coordinator to become thoroughly informed of all testing activities.
5. Conducts investigations of reported testing irregularities (e.g., student cheating, unethical professional conduct). Reports unethical professional conduct to the Educator Ethics Division of the Professional Standards Commission.
6. Monitors testing activities in the local school system to guarantee compliance with regulations established by the State Board of Education and current legislation.
7. Informs local board members, parents, and other citizens about requirements pertaining to statewide testing.
8. Ensures that appropriate local personnel attend GaDOE workshops concerning state assessment programs.
9. Ensures that the appropriate personnel complete all necessary readiness checks for online testing.
10. Ensures that personnel enforce prescribed calculator, cell phone, and electronic device guidelines.
11. Reviews and returns certification/verification forms to the Office of Assessment and Accountability at the GaDOE by the due dates.
12. Ensures that Principal's Certification Forms are completed after each test administration and retained as required.
13. Approves all special administrations.
14. Informs citizens residing within the local system's area concerning the collective achievement of enrolled students by school and system.
15. Ensures that local calendars are planned so that all tests are administered according to the state- published testing calendar.

The Superintendent is not required to give a signature on this page of her duties for at the conclusion of the testing window, she does "sign off" on the Superintendent's Certification Form.

Principal
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 appropriate personnel complete all necessary readiness checks for online testing.
5. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.
6. Ensures that the test accommodations identified in students' IEPs, IAPs, and EL/TPC plans are provided for each student as specified.
7. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students, entry into test settings by a person/persons not serving as the examiner or proctor unless necessitated by emergency/time-sensitive need) and that sites do not have content-related materials posted that could advantage one group of students over others.
8. Designates a School Test Coordinator to coordinate the testing program. The School Test Coordinator must hold a PSC-issued certificate.
9. Assigns personnel to serve as Examiners and Proctors.
10. Arranges appropriate schedules for teachers who will be Proctors and Examiners and for those who will be teaching other students not involved in testing.
11. 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).
12. Creates an atmosphere in which all staff members know that their cooperation is needed and expected for successful test administration.
13. Advises School Test Coordinator, Examiners, and Proctors if emergency situations arise.
14. Monitors the administration of tests.
15. Supervises all testing activities to ensure strict test security.
16. Maintains test materials in a secure location, with restricted access.
17. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
18. Notifies System Test Coordinator of testing irregularities and provides explanation of circumstances.
19. Ensures that the school calendar is planned so that all tests are administered according to the system's testing calendar.
20. Monitors test preparation activities to ensure that secure testing materials are not misused.
21. Verifies all special education teachers have been trained to administer the GAA.
22. Verifies all ESOL teachers have been trained to administer the ACCESS.

23. Verifies all kindergarten teachers have been trained to administer the GKIDS.
24. Validates the content and procedures of students' portfolios by signing the GAA validation form.
25. Reviews and returns the Principal's Certification Form to the System Test Coordinator after each administration.

The principal is not required to give a signature on this page of her duties for at the conclusion of the testing window, he/she does "sign off" on the Principal's Certification Form.

School Test Coordinator

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 and assists Principal in assigning Examiner(s).
4. Assigns Proctors appropriately in accordance with state guidelines.
5. Coordinates with various local school and/or system divisions to ensure successful test administrations (Special Education, Technology, Title III, etc.)
6. Accounts for the security of all test materials during the time the materials are in the building.
7. Under supervision, ensures the accuracy of student FTE and GTID numbers on each answer document.
8. Ensures all materials are stored in a secure, locked location with restricted access, confirms access is restricted by accounting for keys.
9. Ensures that only staff members who have been trained on the proper management of secure test materials handle such materials.
10. Ensures that appropriate security provisions are in place relative to online testing environments and materials including, but not limited to, security of log-ins, passcodes, conducive seating arrangements, etc.
11. Ensures that personnel apply prescribed calculator, cell phone, and electronic device guidelines to each test setting.
12. Ensures that testing sites are free of interruptions during test administration (e.g., intercom messages, visitors, wandering students, entry into test settings by a person/persons not serving as the examiner or proctor unless necessitated by an emergency/time-sensitive need) and that sites do not have content-related materials posted that could advantage one group of students over others.
13. Conducts orientation and training sessions for Examiners and Proctors.
14. Adheres to system testing schedule.
15. Distributes test materials to and collects from each Examiner on the testing days.
16. Ensures Examiners sign out (date and time) materials each testing day shortly before testing begins each day.
17. Ensures Examiners return (sign, date, and time) materials immediately after testing each day.
18. Ensures that a minimum of one certified administrator is present and witnesses the transcription of student responses when/where necessary (e.g. such as when a student has the accommodation of marking answers in the test booklet). Documentation of this process must be retained (form located on page 130 of this handbook). Confirms that all necessary transcriptions are completed when necessary.
19. Provides each Examiner with a list of student FTE and GTID numbers.
20. Gives Examiners extra No. 2 pencils, online test tickets, computer peripherals, and resource materials, if appropriate.

21. Accounts for all students in terms of testing requirements.
22. Notifies Principal and System Test Coordinator of any emergency situation and helps to decide what action needs to be taken.
23. Conducts, coordinates, and supervises inspection of all completed answer documents before delivering them to the System Test Coordinator for the following purposes <u>only</u>: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
24. Counts materials returned from Examiners each day and accounts for all materials distributed each day of testing.
25. Packages and returns materials to System Test Coordinator according to directions and time line.
26. Notifies Principal and System Test Coordinator of any testing irregularities and provides explanation of circumstances.
27. Maintains dated student sign-in/sign-out sheets for each test administration.
28. Ensures that students have only one opportunity to test during each window.
29. 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. Systems should collaborate and discuss such cases prior to test administration.

I received a copy of this detail of the rules and responsibilities (*Test Security Information for School Test Coordinators/Teachers/Examiners/Proctors*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name:_____**Date:** _____

Examiner

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. Provides No. 2 pencils, erasers, pens for writing tests, and resource materials (if appropriate).
6. Follows procedures for testing as given in the *Examiner's Manual*, including reading all directions to students.
7. Confirms that all assigned students have entered and bubbled in the test form number correctly if one is required.
8. **Maintains control of testing situation and keeps students on task. Examiners must actively circulate and monitor students throughout the testing session(s).**
9. Applies and enforces prescribed calculator, cell phone, and electronic device guidelines.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
11. Allows no student to leave the test room unless there is an emergency/health/restroom need.
12. Counts and verifies all testing materials each day prior to dismissing students.
13. With direct administrator supervision, at the conclusion of testing, inspects answer documents for the following purposes only: to ensure that student demographic/identification information is accurate, that necessary coding/labeling is complete, and that documents are in good condition for scanning.
14. Returns all test materials to School Test Coordinators immediately after testing each day, including special format tests, such as Braille or large print.
15. Documents the daily receipt (date, time, and number received) of test materials and the daily return of test materials.
16. Ensures that no content-related instructional materials are displayed in the testing site. Charts, diagrams, and posters should not be visible. Chalkboards/Whiteboards should be free of any writing except for test procedure information.

As required by State Board Rule 160-3-1-.07, **certified** educators (teachers, counselors, administrators, and paraprofessionals who hold a *certificate*) must administer all state-mandated assessments. Educators without Georgia certification from the Professional Standards Commission (PSC) must not administer state assessments. Local systems must be mindful of certificate expiration dates and ensure that all examiners possess a valid/unexpired certificate at the time of test administration. Important: The Professional Standards Commission does not consider staff members who hold only a *license* as certified personnel. The term **Examiner** refers to the person administering the assessment.

*****There is an additional form AFTER testing that Examiners must sign off on as well.

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Name: _____**Date:** _____

Proctor

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. Assists the examiner in applying and enforcing prescribed calculator, cell phone, and electronic device guidelines.
7. With examiner supervision, assists in distributing and collecting classroom test materials.
8. With examiner supervision, answers questions regarding test procedures but does not explain items or answer any questions regarding the content of the test.
9. Remains in testing site during entire testing time.
10. Observes students during testing to monitor that they are marking answers completely and correctly and using only specified test materials. Reports student actions to School Testing Coordinator immediately.
11. Reports any unusual circumstances to Examiner immediately (e.g., suspicion of cheating).
12. Circulates among students during testing to discourage misconduct and to be available to answer student questions.
13. Avoids standing by a student's desk too long or touching a student, as this may be distracting.
14. Monitors students with disabilities, 504 students, or EL students who may require closer observation than other students or who need special assistance.
15. With examiner supervision, assists in accounting for all classroom test materials (Test materials should be returned to the School Test Coordinator by the Examiner).
16. Assists the Examiner in maintaining strict test security

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Name:_____**Date:** _____

V.   Inappropriate use of Test Materials to Include Irregularities and how to report them

Unacceptable activities that violate appropriate test preparation include the following:

- Secure test items or prompts from Georgia's state assessments must not be taught to students.
- This restriction includes any manner of teaching test items during the school day and/or through homework assignments. Unauthorized access to specific test items ranges from teachers remembering a single test item to school personnel manually or mechanically copying actual test items.
- A test item from any form of the statewide tests in which only a word, phrase, or distracter has been changed must not be used with (or given to) students. The use of any form or item, which is similar to actual test items on the statewide tests, is a violation of appropriate test preparation procedure.
- Tests must not be copied or distributed. All statewide mandated tests given in Georgia are secure. Test items, student responses, and/or answer documents that are copied (by hand or by photocopying) or distributed violate test security and render the results of the test invalid.
- Test forms from the statewide testing program that have not been released must not be used as practice materials or to gain insight into characteristics and content of the tests. At no time, should any individual be in possession of such materials.

The activities listed here reflect unethical professional conduct and may result in official action taken against the offending staff person. The local Superintendent, the local board of education, and/or the Educator Ethics Division of the Professional Standards Commission may take such action.

VI.   Required Forms

The following forms are required by the GaDOE at various times during the school year as related to the assessment program. The due dates will be specified on each form (if applicable).

All System Test Coordinators should be aware of these forms and when each form is due. Questions about the forms can be addressed by contacting the Assessment Administration Division at 404-656- 2668.

The following underlined required forms should be completed and submitted to the GaDOE. E-mail attachments of these forms cannot be accepted. **Please complete these forms on-line.** All forms are located on the Portal.

- Superintendent's Certification Form – Due January 31 each year for assessments conducted July 1 – December 31 (GaDOE 0385)

- Superintendent's Certification Form – Due July 31 each year for assessments conducted January 1 – June 30 (GaDOE 0385)

- Testing Irregularity Form

The following required forms should be completed and maintained at the system. These forms are not available on the Portal and should not be submitted to the GaDOE. They must be retained by the system for a minimum of five (5) years.

- Principal's Certification Form

- Validation Form for Transcribing Answer Documents

Principal's Certification
Adherence to Prescribed Test Administration
Procedures
Check the appropriate response. Give a full explanation for all items for which the response was "NO." Attach the explanation on an additional sheet.

Test Administration: _____

YES NO

[ ] [ ] 1. Test materials were properly inventoried and stored in a <u>secure location</u> prior to test administration. This is inclusive of online testing tickets/log-ins.

[ ] [ ] 2. A building level official was responsible for test material distribution and storage while materials were in the school and was held accountable for all test booklets sent to that building.

[ ] [ ] 3. This school adhered to all written regulations and procedures relating to testing and test administration, including the distribution and collection of test materials, test security, use of test results, and department testing dates established in the **Student Assessment Handbook, System and School Test Coordinators' Manual(s), Assessment Guides**, and assessment supplements and correspondence.

[ ] [ ] 4. If any possible unethical behavior occurred regarding testing policies and procedures, the Professional Practices Section of the Professional Standards Commission has been notified.

[ ] [ ] 5. The principal reviewed and approved test administration plans.

[ ] [ ] 6. Building level personnel were oriented to appropriate administration procedures.

[ ] [ ] 7. Students with disabilities or students who received ESOL services received accommodations in accordance with their IEPs, IAPs, or EL/TPC Plan.

[ ] [ ] 8. All students appropriately participated in the Statewide Student Assessment Program.

[ ] [ ] 9. System and/or building administrative personnel monitored testing sites.
[ ] [ ] 10. The school has accounted for testing materials in accordance with instruction in the Student Assessment Handbook, School Test Coordinators' Manual(s), and Assessment Guides.

_____

School

_____

School Test Coordinator (Signature)   Date

_____

Principal (Signature)   Date

This form is returned to the System Test Coordinator when test materials are verified and returned
Testing Irregularities Report Form

If the school or system test coordinator becomes aware of a testing irregularity at any time during the testing window, the system test coordinator will immediately contact the Assessment Specialist for the specific testing program at the Assessment Administration Division of the GaDOE. He will explain the details of the irregularity to the GaDOE representative. The GaDOE may ask the system coordinator to provide a written documentation using this form (in addition to entering the information on to the Irregularity Survey on the MyGaDOE Portal). If necessary, the system coordinator will complete this form and return to the GaDOE via fax at (404) 656-5976. Even if this document is submitted, the irregularity will still be reported via the MyGaDOE Portal's Testing Irregularity Form

General formation	
Assessment Cycle	Assessment
Content Area	Grade
Test Administration	
System	System Code
School	School Code
GTID	Student Name
System Test	School Test Coordinator
Number of Students Affected	

Irregularity	
Irregularity	Date of Irregularity
Grade	Invalidation
Reported to PSC	
Reason for Invalidation	
Comments	
Student	GTI
Student	GTI
Student	GTI
Student	GTI

Explanation of the Irregularity

_____

_____

Testing Irregularities Report
Form Statement Report

Name: _____

Position: _____

Irregularity #: _____ Date of Incident: _____

What happened ?

Who was involved?

When did it happen?

Where did it happen?

Signature: _____ Date: _____

VALIDATION FORM FOR TRANSCRIPTION OF ANSWER DOCUMENTS

School _____

Student _____ **Grade** _____

Test _____ **Date** _____

A) I have transcribed the student's responses from a Large Print or Braille test <u>OR</u> due to a *Mark Answers in Test Booklet* accommodation to a scorable student answer document (Circle: Paper/Online) for the student listed above. (initials)

The student's answer document reflects the same responses as the student's test booklet. I performed the transcription in the presence of another certified employee serving as a witness. _____(initials)

I have submitted the transcribed answer document for scoring and returned the test booklet as directed. _____(initials)

<div style="text-align:right">For transcribing documents due to accommodations</div>

<div style="text-align:center">

O
R

</div>

B) I have transcribed the student's responses from the student's test booklet/original answer document to a scorable student answer document (Circle: Paper/Online) for the student listed above._____(initials)

Reason for transcription:

The student's answer document reflects the same responses as the student's test booklet/original answer document. I performed the transcription in the presence of another certified employee serving as a witness. _____(initials)

I have submitted the transcribed answer document for scoring and returned the student's test booklet as directed.____(initials)

<div style="text-align:right">For transcribing documents due to damage, other</div>

_____   _____

Name of Certified Person Transcribing   Signature of Certified Person Transcribing

_____   _____

Name of Certified Witness   Signature of Certified Witness

Retain a copy of this form for your school/system records

Sample Forms/Optional

The state-testing program does not require the following forms. However, many systems have developed forms that assist them in record keeping and accountability. The GaDOE expresses its appreciation to System Test Coordinators who have made these forms available for inclusion in the *Student Assessment Handbook*. Please feel free to modify these forms as necessary to fit the needs of your system.

- Examiner's Certification of Adherence to Prescribed Test Administration Procedures

Examiner's Certification of Adherence to Prescribed Test Administration Procedures
Check appropriate response and explain any problems relating to security or administration procedures, which may have occurred. Use an additional sheet as necessary.

YES   NO

( )   ( )   1.   The *Examiner's Manual* was thoroughly reviewed before the first testing session.

( )   ( )   2.   All secure testing materials were carefully counted when received. Any discrepancies were reported to the School Test Coordinator and were successfully resolved.

( )   ( )   3.   All testing materials were kept in a secure location while in the examiner's possession and no one was allowed to record, copy or make a conscious mental note of any testing item, answer documents and/or student responses. This includes all online testing authorization tickets, codes, etc.

( )   ( )   4.   All procedures for testing as given in the Examiner's Manual, including readings of all   directions to students word for word, were followed.

( )   ( )   5.   No student left the room during a testing session. If an emergency or urgent personal need (i.e. restroom) did necessitate a student's exit, an explanation can be found on the back of this sheet.

( )   ( )   6.   Proper classroom control was maintained and students were on task during the testing period. This includes ensuring that student electronic devices were not present/used in the test setting and/or were collected per local school/system procedures.

( )   ( )   7.   While students were assisted with procedural aspects of the test, no assistance was   offered which could have altered/influenced a student's response to any test item.

( )   ( )   8.   Along with direct administrator supervision, at the conclusion of testing, inspects answer documents for only the purposes stated in the 2017-18 Student Assessment Handbook.

( )   ( )   9.   The use of reference materials was not allowed unless specified in the *Examiner's   Manual*.

( )   ( )   10. A roster of students was maintained and turned in to the School Test Coordinator   along with an answer document for each student taking all or part of the test.

( )   ( )   11. All testing materials issued were carefully counted and returned to the School Test Coordinator.

Examiner's Signature_____ Date _____