

BOARD PROCEDURE

Descriptive Code: II

TESTING PROGRAM-STUDENT ASSESSMENT: Date: August 14, 2001

ADMINISTRATION OF STATEWIDE TESTS

1. The **Director of Psychological Services** shall **serve as system-wide test coordinator and shall** coordinate the Statewide Testing Program and be in charge of test security.
2. All test materials shall be securely stored in a central location. Access is limited to the System Superintendent or his designee(s).
3. A local School Test Coordinator shall be responsible for test administration and security under the direction of the School Principal.
4. The System-Wide Test Coordinator shall provide orientation and training for all new test coordinators.
5. The System-Wide Test Coordinator shall provide pre-test training relating to test administration and security. A record of the training sessions and attendance rosters shall be maintained for one year.
6. Subsequent to testing, School Test Coordinators will certify that prescribed test administration procedures were followed. (Attachment A)
7. School Test Coordinators shall provide school level pre-test orientation to professional staff (paraprofessional staff as needed). A record of the training sessions and attendance rosters shall be maintained in the school for one year.
8. All test materials shall be inventoried and checked in and out by signature at the system, school, and classroom level. Class level materials shall be checked in and out on a daily basis. (Attachment B)
9. All professional and auxiliary staff shall sign test administration and security adherence forms prior to testing and these shall be maintained at the school for one year. (Attachments C & D)
10. The School Test Coordinator will ensure that all appropriate categories of students are assessed. It shall be the responsibility of the school test coordinator to obtain the necessary information from Special Services and Limited English Proficiency services to ensure the availability of appropriate materials and opportunities to include all students.
11. All tests shall be administered according to the system-wide testing calendar in compliance with the testing window established by the state.
12. The System-Wide Test Coordinator will be responsible for the destruction of all appropriate testing materials subsequent to testing.

ADOPTED: 08/11/87

REVISED: 12/13/88, 8/7/00

Columbia County Board of Education

**COLUMBIA COUNTY SCHOOL SYSTEM
SCHOOL TEST COORDINATOR'S CERTIFICATION
ADHERENCE TO PRESCRIBED TEST ADMINISTRATION PROCEDURES**

Check appropriate response and explain any problems relating to security or administration procedures which may have occurred. Use back of sheet or additional sheets as necessary.

YES NO

- 1. A secure location is provided for storage of test materials prior to test administration.
- 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. Test security was maintained. (If “no”, please provide explanation.)
- 4. The School Test Coordinator reviewed administration plans relating to:
 - a. test schedule
 - b. orientation of building level personnel to appropriate administration procedures.
 - c. testing of the disabled and modifications in test procedures for them (as allowable in Examiner’s Manual and Student Assessment Handbook).
 - d. assuring that all appropriate categories of students were tested.
 - e. assuring the answer sheets were checked for correct identifying data and special codes and were properly packaged for return shipment.
- 5. Building administrative personnel monitored testing sites.
- 6. The school adhered to guidelines for appropriate test administration and to the specified deadlines for testing and return of materials.
- 7. The school accounted for materials in accordance with instructions in the Test Coordinator’s Manual.

Principal

School Test Coordinator

School

Date

**Attachment A
Revised 7/00**

PACKING LIST & COUNT VERIFICATION FORM

Test

School/Department

Quantity	Item	RETURN CHECKLIST			
		Used	Unused	Total	Init.

Above materials RECEIVED from Psychological Services this date: _____

School Test Coordinator

All above materials RETURNED to Psychological Services this date: _____

Psychological Services

(Discrepancies Noted on Reverse Side)

**Attachment B
Revised 7/00**

**TEST SECURITY & ADMINISTRATION
ADHERENCE FORM
Professional Staff**

Although not exhaustive, the following list has been provided to identify specific inappropriate actions which violate, in spirit and intent, professional practices of test administration and security.

Failure to follow prescribed test administration and security procedures may result in disciplinary action by the local Board of Education and/or revocation of the teaching certificate by the Georgia Professional Standards Commission.

1. To photocopy or in any way reproduce or disclose secure test items (including pilot materials) or

student responses before, during, or after administering the assessment.

2. To review, read, or look at test items or student responses before, during, or after administering the assessment, unless specifically permitted in the test administrator's manual.
3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.
4. To alter student responses on answer documents.
5. To alter the test procedures stated in the test administrator's manual.
6. To allow students to use notes, references, or other aids unless the test administrator's manual specifically allows.
7. To have in one's personal possession secure test materials except during specific testing dates.
8. To allow students to view or practice secure test items before or after the scheduled testing times.
9. To make or have in one's possession answer keys for secure tests.
10. To leave secure test materials in nonsecure locations and/or unattended by professional staff.

By signing my name to this document, I certify that I have read the above policy and agree to abide by established test security procedures.

_____ Name	_____ School
_____ Position	_____ Date

Attachment C
Revised 7/00

**TEST SECURITY & ADMINISTRATION
ADHERENCE FORM
Auxillary Staff**

Although not exhaustive, the following list has been provided to identify specific inappropriate actions which violate, in spirit and intent, professional practices of test administration and security.

Failure to follow prescribed test administration and security procedures may result in disciplinary action by the local Board of Education.

1. To photocopy or in any way reproduce or disclose secure test items (including pilot materials) or student responses before, during, or after administering the assessment.
2. To review, read, or look at test items or student responses before, during, or after administering the assessment, unless specifically permitted in the test administrator's manual.
3. To give students answers to test questions using verbal or nonverbal cues before, during, or after administering the assessment.
4. To alter student responses on answer documents.

5. To alter the test procedures stated in the test administrator's manual.
6. To allow students to use notes, references, or other aids unless the test administrator's manual specifically allows.
7. To have in one's personal possession secure test materials except during specific testing dates.
8. To allow students to view or practice secure test items before or after the scheduled testing times.
9. To make or have in one's possession answer keys for secure tests.
10. To leave secure test materials in nonsecure locations and/or unattended by professional staff.

By signing my name to this document, I certify that I have read the above policy and agree to abide by established test security procedures.

Name

School

Position

Date

Attachment D
Revised 7/00