

Assessment Security Lee County School System Testing Plan 2016-2017 School Year

The Lee County School System conducts the assessment program as required by federal and state law. It is in compliance with the No Child Left Behind (NCLB) Act of 2001 and Georgia law relative to student assessment and data reporting. Lee County School System interacts with state and federal agencies relative to the assessment program and accountability mandates.

The testing coordinator handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. Lee County School System delivers training/guidance related to the assessment program, assessment

data, and accountability mandates to all stakeholders. The electronic format is the main form of testing for all state testing.

All employees are informed in training that they are required to report Ethics Violations concerning Assessment Security.

LCSS Security and Training Procedures

1. All school testing coordinators must have a sign-in sheet for documentation of teacher and proctor participation.
2. A GaDOE update webinar on each test being administered will be provided as a reference/resource for school testing coordinators.
3. All Testing coordinators meet together for the Main Spring Milestone Testing. The training is provided to school testing coordinators to indicate any special requirements from the district.
4. School coordinator's manuals and examiner's manuals are available on the GaDOE's website. These manuals assist in training. All manuals must be kept secure and accounted for after each use.
5. School coordinators should distribute the roles/responsibilities for all individuals being trained: coordinator, principals, examiners, and proctors. Discuss each group's roles/responsibilities, and have individuals sign at bottom. (This document can be found in the Student Assessment Handbook from the GaDOE.)

LCSS Materials Distribution and Security Procedures

1. Checking in materials at the district office is the responsibility of the System Testing Director. The packing slip from each school's shipment is used to check the accuracy of the delivery. Checks are made of confirmations and notations of inaccuracies. The System Testing Coordinator delivers the testing materials to the School Testing Coordinators. They then sign and date the packing slip as well.
2. In order to maintain the integrity of the assessment program and its results, security must be established and maintained. The responsibility of the assessment program at the school level rests with the principal and his/her designated school test coordinator.
 1. Use of the Student Assessment in Georgia Schools (PSC document) to discuss the testing ethics and consequences of violations.
 2. Use the Examiner "Must Do" page from the GaDOE's Student Assessment Handbook.
 3. School Coordinators are trained in using the GADOE Incident Report, Access Log for Secured Test Storage Area, and Transcribing or Scribing Answer Document Form.
3. School Coordinators are responsible for ensuring proper coding of test documents.
4. School Coordinators are responsible for checking the accuracy of student information.
5. School Coordinators are required to have test examiner's sign materials in and out each day during test administration.
6. Proctors are used when required. All test proctors are trained on their roles/responsibilities.
7. Testing Procedures are clearly articulated to ensure a smooth and problem-free test administration. Schedules, groups and location assignments, and special directions are distributed and explained before testing administration.
8. Accommodations are well documented by the Special Education Department. School coordinators carefully check to ensure students are provided the appropriate and accurate accommodations for each individual test.

It is important to note that the main format for testing for State Mandated Testing is online. LCSS is 100% online, unless there are special circumstances as noted through IEP/504 etc.

LCSS Collection of Materials and Security Procedures

1. Due to the electronic format being the main format used, test tickets and summary rosters are managed through inventory sheets within examiner packets.

2. Before testing documents are returned to district office, the school coordinator carefully accounts for all materials.
3. During the document count, the school coordinator checks for complete information (Form Numbers, Labels, Names...) on each answer document.
4. Materials are returned to the District Office, where the materials are re-counted by the System Testing Coordinator.
 - a. Principal Certification Sheets are required on all standardized tests. This document must be returned at the time of delivery of the testing materials and is maintained for five years, per GaDOE guidelines.

LCSS Consequences for Violations of Testing

All staff employees supervising, monitoring or administering State Tests will be held accountable for any testing irregularities and/or violations. Appropriate consequences will be administered at the system, and if necessary, the state level for any and all violations of testing policy