



# Stephens County School System

*Schools Committed to Student Success*

---

**Administrative Offices**  
191 Big A School Road, Toccoa, GA 30577  
(706) 886-9415

## **ASSESSMENT SECURITY PLAN**

The Stephens County School System Assessment Security Plan outlines state testing requirements and procedural safeguards for employees and students in regard to assessments. Student achievement is of the upmost importance for the students of Stephens County School System. Educators are responsible for abiding by the Georgia Educator [Code of Ethics](#) outlined on the [Georgia Professional Standards Commission](#) website, Stephens County Board of Education policies, and any procedures established to ensure compliance with the Georgia Department of Education Student Assessment Handbook. The [Georgia Department of Education Testing and Assessment](#) webpage provides the school system with detailed information and documents referenced in this security plan.

### **Mandatory State Assessments**

All of the following assessments are required under Federal and/or State Law.

- ACCESS for ELLs in grades K-12 and Alternate ACCESS for ELLs
- Georgia Alternate Assessment 2.0 (GAA 2.0)
  - Grades 3-8 and high school (English/Language Arts and Math)
  - Grades 5, 8, and high school (Science)
  - Grade 8 and high school (Social Studies) (state law)
- Georgia Kindergarten Inventory of Developing Skills 2.0 (GKIDS 2.0) (state law)
- Georgia Milestones Assessment System
  - Grades 3-8 End-of-Grade (English/Language Arts and Math)
  - Grades 5 and 8 End-of-Grade (Science)
  - Grade 8 only End-of-Grade (High School Physical Science)
  - Grade 8 End-of-Grade (Social Studies) (state law)
  - High School End-of-Course
    - American Literature and Composition
    - Algebra I / Coordinate Algebra
    - Biology
    - U.S. History (state law)
- National Assessment of Educational Progress (NAEP)
  - Grades 4 and 8 (Reading and Math)



# Stephens County School System

## *Schools Committed to Student Success*

---

**Administrative Offices**  
191 Big A School Road, Toccoa, GA 30577  
(706) 886-9415

### **Superintendent**

Due to the confidential nature of testing, the System Testing Coordinator must be identified by the Superintendent. Specific roles for the Superintendent are listed in the Student Assessment Handbook. The main roles of the Superintendent in regard to testing include the following:

- Communicates testing requirements to board members, parents, and community
- Ensures the local school calendar allows for required testing can be administered
- Supervises the System Testing Coordinator and Principals in order to monitor testing activities
- Ensures that Principal Certification Forms are completed as required
- Completes the Superintendent's Certification form in the MyGADOE Portal due January 31 and July 31 each year for assessments within each 6 month period.
- Conducts investigations concerning ethical matters regarding testing

### **System Testing Coordinator (STC)**

The STC should communicate regularly with the Superintendent, Director of Technology, and School Testing Coordinators. Special student accommodations or conditional accommodations should be requested at least 6 weeks in advance of a required test administration. The STC should participate in all required trainings that are made available through the Office of Assessment and Accountability. Trainings are specific to each assessment. The STC should review all information provided regarding these trainings in the Memoranda and Announcements found on the [Testing/Assessment For Educators](#) webpage. The Student Assessment Handbook is to be used as the main source for policies and procedures for test administration. The STC should provide communication and trainings to School Testing Coordinators (SchTCs). This practice will help to ensure valid and reliable results. Specific requirements for communication, test security, training, testing environment, and monitoring are listed in the Student Assessment Handbook.

### **System Technology Coordinator**

The STC and the Director of Technology should communicate and coordinate regularly regarding computer-based test administrations and trainings. Readiness checks should be performed in advance of test administrations to ensure that technology issues have been resolved and student devices are ready. Other specific roles are listed in the Student Assessment Handbook.

### **System Special Education Coordinator**

The STC and the Director of Exceptional Children should communicate regarding testing requirements and IDEA and state rules for students with disabilities. Other specific roles are listed in the Student Assessment Handbook.



# Stephens County School System

*Schools Committed to Student Success*

---

**Administrative Offices**  
191 Big A School Road, Toccoa, GA 30577  
(706) 886-9415

## **System ESOL Coordinator**

The Director of MTSS and Assessment is assigned as the STC and the System ESOL Coordinator. The Director of MTSS and Assessment will communicate with SchTCs regarding ESOL screening and ACCESS administration. Verification of ESOL certification and training requirements WIDA for administering the ACCESS and Alternate ACCESS for ELLs will be completed each year. Other specific roles are listed in the Student Assessment Handbook.

## **Principal**

Principals designate a School Testing Coordinator (SchTC) to ensure testing requirements are followed in the school. Principals ensure that only certified individuals handle testing materials and administer exams. Principal Certification forms are submitted after each test administration to the STC. Other specific roles are listed in the Student Assessment Handbook.

## **School Testing Coordinators**

The School Testing Coordinator (SchTC) provides trainings or testing orientations to test examiners prior to each required test administration. The SchTC maintains records of trainings (ex. Sign in sheets, agendas, handouts, and presentations). The SchTC also ensures that only certified personnel who have received the appropriate training administer or proctor tests and that the testing environments are ready for administration. The SchTC should be in regular communication with the STC and Principal. It is also the role of the SchTC to inform the Principal and STC of any emergencies, potential irregularities/invalidations, or circumstances that may require an investigation. Other specific roles are listed in the Student Assessment Handbook.

## **Test Examiners**

Test Examiners are required to be GAPSC certified and adhere to the Georgia Code of Ethics for Educators. As required by SBOE Rule 160-3-1-.07, certified educators must administer exams (**teachers, interpreters, counselors, administrators, and paraprofessionals**). At no time, should any secure test materials be left unattended. At least annually or as required by specific tests, Test Examiners are required to have test orientation or training for administration, ethical behavior, and test security. Other specific roles are listed in the Student Assessment Handbook.

## **Test Proctors**

The Test Proctor must be trained prior to the examination and assist the Test Examiner with the test administration. Other specific roles are listed in the Student Assessment Handbook.



# Stephens County School System

*Schools Committed to Student Success*

---

**Administrative Offices**  
191 Big A School Road, Toccoa, GA 30577  
(706) 886-9415

## **Training and Testing Procedures**

Each assessment may have varying procedures that are specific to that assessment only. The STC and SchTCs should refer to the Georgia Department of Education Student Handbook regarding each assessment and test administration. The procedures listed below are meant to be a summary of general procedures that ensure security, validity, and reliability.

- Testing Calendars should be submitted to the STC at the beginning of each school year to ensure that dates are aligned with the approved school calendar. These will be summarized in a District Testing Calendar and posted on the school system's website. These are essential to scheduling, state reporting, and ordering of testing materials.
- District-Level Testing Training Procedures will include overviews of assessments for SchTCs. SchTCs are required to attend. These may be referred to as Pre-Administration Testing Workshops. Sign-in sheets, agendas, presentations, and/or handouts will be kept as documentation of training/testing orientation. These will be available for review or access through the SCSS shared system Google Drive.
- School-Level Testing Training Procedures will include the SchTC providing a Pre-Administration Testing Workshop to all proctors, examiners, or anyone that may be assigned as a Test Examiner or Test Proctor. The SchTC should save all sign-in sheets, agendas, presentations, and/or handouts in the system shared Google Drive as documentation of training.
  - **Training participants, including School Test Coordinators, must review and sign the Test Security Information for School Test Coordinators, Examiners, and Proctors which is located on pages 40-43 of the Student Assessment Handbook.**
- Student Preparation Training will include readiness checks by the Director of Technology in advance of online testing. SchTCs should coordinate with Special Education, 504, and ESOL Coordinators well in advance to ensure the proper accommodations are listed for students who are participating in the specific assessment. This should also include preparing a storage area for test materials that is secured by lock. This should also include procedures listed in the School-Level Training for test security. Electronic device and calculator policies should be made clear.
  - Students are only dismissed from their testing site once all of the students are finished and all of the testing materials have been returned.
  - Student accommodations should be provided as required in student IEPs, 504 Plans, and ESOL Plans according to each test's examination manual (test examiner manual).
- Check-out of Test Materials should include sign-out sheets and inventory list of materials.
- Test Administration will include adhering to all procedures outlined in this plan and in the Student Assessment Handbook as required for each assessment. The STC, SchTC, and Principal should review plans and procedures in advance to ensure accuracy in administration so that results are reliable and valid. Test Examiners and Test Proctors should actively monitor and circulate in the testing room.



# Stephens County School System

*Schools Committed to Student Success*

---

## Administrative Offices

191 Big A School Road, Toccoa, GA 30577

(706) 886-9415

- Other Procedures will include the SchTC and a certified designee to collect all testing materials. Coding of student accommodations should be completed with both the SchTC and the certified designee. Also, the SchTC and certified designee should complete answer document examinations, accuracy of student data, correct placement of labels, checks for stray marks, Large Print and/or Braille transfers, and complete the Validation Form for Transposing Answers document as needed with the other person serving and signing off as a verification witness. All materials should be counted and verified after the examination by the SchTC and the Principal.
- Check-in of Test materials should be prepared for returned according to the shipping instructions. Once prepared, materials should be returned to the STC at the district office. Please note that every test booklet, unused/voided answer document, examiner's manual, student test tickets, and scratch paper must be returned. The check-in process is considered complete when all documents are accounted for an additional coding has been verified.
- Reporting Potential Irregularities/Invalidations should be done immediately. Test Examiners should notify the SchTC immediately. The SchTC should notify the Principal and STC immediately. The STC will notify the direct contact for test administrations at the Office of Assessment and Accountability.
- A Secure Chain of Custody for testing materials should be maintained throughout the daily Check-out and Check-In process with materials only being handled by certified employees and being stored in the secured and locked testing room at each school. If there is a break in the secure chain of custody, then attempt to secure the materials as soon as possible and report the issue to the STC and then to the system's assessment contact to determine if the breach is an irregularity or an invalidation.
- Lost Materials should be reported to the STC immediately so that the Office of Accountability and Assessment may be contacted immediately in order to determine next steps.
- Emergency and Unplanned Situations do occur and must be communicated to the GADOE Assessment Specialist regarding the scope of the event and the impact upon students. At that time, a plan will be developed to determine risks, provided services, and complete testing in a timely manner when possible. Students should not take testing materials outside of their designated testing room. Please refer to the Student Assessment Handbook. Student safety is always the first priority. Examples of these situations include widespread Internet or power outage, unplanned drills, sudden severe weather, security lockdowns, ill students, and disruptive students. Each situation should be assessed on an individual basis. SchTCs should develop a general plan for removing disruptive students, ill students, and the clean-up process.
- Reporting Potential Testing Irregularities/Invalidations
  - Communicate with the STC about possible testing irregularities.
  - The STC will provide guidance for investigations/determination.
  - A written narrative must be signed and provided by all involved parties involved to the SchTC.
    - The SchTC will collect the signed statements (no emails)
    - The SchTC will deliver these to the STC



# Stephens County School System

*Schools Committed to Student Success*

---

## Administrative Offices

191 Big A School Road, Toccoa, GA 30577

(706) 886-9415

- The STC will then call the GADOE Assessment Specialist to determine the appropriate coding for student answer documents and reporting.
- The Assessment Administration Division will inform the local district if it is required to report the irregularity to the GAPSC.
- When in doubt, report. The Student Assessment Handbook specifically list numerous examples of testing irregularities in test administration, test security, coding, reporting, and student behavior.
- Reporting an Alleged Ethical Violation
  - These should be reported to the SchTC and Principal as soon as possible.
  - The SchTC should notify the STC as well.
  - If the alleged violation involves the SchTC, it should be reported to the Principal and the Principal should report it to the Superintendent.
  - If the alleged violation involves the Principal, it should be reported to the STC and the Superintendent.
  - The STC will communicate all situations to the Superintendent.

## Communication of Test Results

The Georgia Department of Education releases test results in the DRC platform and in the GADOE Portal. These are typically embargoed until a specific release date is announced at which time the results appear in the SIS (Infinite Campus/SLDS) where parents and students can look these up. Parents and students may look at their individual score reports as well. The district will send out a message to parents with directions on how to view student score reports. Schools may send out this information as well.

## Records Retention

[The Georgia Archives Retention Schedules](#) state that standardized test records must be retained for 4 years. Standardized test summary reports must be retained for 10 years. Copies of student score reports may be destroyed as long as there are copies in the student's permanent record. Online test tickets should be maintained securely until scores have been received for students.