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## **Division of State Schools -Assessment - Test Security Plan/Protocols**

### **PURPOSE:**

The purpose of the Georgia Student Assessment Program is to measure the level of student achievement of the state-adopted curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information, and to assist school systems in identifying strengths and areas of improvement in order to establish priorities in planning educational programs. In order to fulfill the purpose and maintain integrity of the statewide assessment program, test security must be established. Occurrences that violate test security risk damage to test integrity and could result in the invalidation of a system's test scores.

### **DISTRICT**

The Division of State Schools consists of:

1. Atlanta Area School for the Deaf
2. Georgia Academy for the Blind
3. Georgia School for the Deaf

The division follows a strict test security protocol based on guidelines from the Georgia Student Assessment Program's Student Assessment Handbook and specific training from the Georgia Department of Education (GaDOE) Assessment division. Each school has in place a test security protocol which follows the GaDOE guidelines, but is specific to the needs of the school. Each school also has a School Testing Coordinator who assists in carrying out testing.

### **RESPONSIBLE:**

The Director of the Division of State Schools is responsible for test security at a district level. At a local level, the Principals and School Testing Coordinators, in cooperation with the Director, are responsible for testing materials storage and testing administration and security once the materials are distributed to schools. Any action that compromises test security or leads to the invalidation of an individual student's or a group of students' test scores will be viewed by the Georgia Department of Education (GaDOE) as inappropriate use or handling of tests and will be treated as such.

The GaDOE's yearly testing calendar is strictly followed. All system personnel must participate in yearly training pertaining to all aspects of testing responsibilities, security and ethics, including the Georgia Professional Standard's Code of Ethics for Educators. Each test administrator must be a certificated educator.

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## **TEST SECURITY**

Each testing environment will be monitored by the test administrator and, when needed, a trained proctor. Student test results are secure documents which must be shared in a timely manner with the student, parent, or legal guardian. In case of any breach of test security, a strict protocol will be followed immediately. Such protocol includes notification from the school level to district level, to the Georgia Department of Education and Professional Standard's Division, if necessary.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an individual's certification status. Such must be reported to the GaDOE and may be referred to the Educators Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any tests be reproduced or duplicated for individual or group use unless authorized by GaDOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GaDOE. It is the responsibility of all personnel in the local system to follow protocol as they become aware of testing irregularities.

### **Any signs of testing irregularity or security breaches must be dealt with immediately.**

1. Test examiner contacts the School Testing Coordinator.
2. School Testing Coordinator communicates with the Principal and/or the Director about a possible testing irregularity or security breach.
3. School Testing Coordinator provides guidance to investigate the possible testing irregularity.
4. School Testing Coordinator and/or the Principal contacts the GaDOE Assessment Administration Division Assessment Specialist to determine if the test session can/should continue or if student scores must be invalidated.
5. A written narrative must be provided by all parties involved in the irregularity.
6. All documentation is returned to the School Testing Coordinator.

The examiner and/or proctor should notify the School Test Coordinator immediately. The School Test Coordinator should notify the Principal.