

## **WCS Assessment Security**

The Walker County School District must submit to the Georgia Department of Education (GaDOE) written procedures that will be implemented that ensure that the District's test security policy/plan and consequences for violation is communicated to the public and to local educators.

The written procedures must include the name(s) of the person(s) responsible for the ensuring the public communication is provided and how the District will monitor the implementation of the procedures.

Walker County Schools conducts the assessment program as required by federal and state law. It is in compliance with the Elementary and Secondary Act (ESEA) and Georgia law relative to student assessment and data reporting. Walker County Schools interacts with state and federal agencies relative to the assessment program and accountability mandates.

The Director of Assessment handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats.

Walker County Schools delivers training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.

### **Assessment Training Plan**

#### **I. Materials:**

- a) All school testing coordinators must have a sign-in sheet for documentation of teacher and proctor participation.
- b) GaDOE Updates provided on each test being administered will be provided as a reference/resource for school testing coordinators.
- c) A District Meeting held with school testing coordinators to indicate any special requirements from the district.
- d) School Coordinator's Manuals and Examiner's Manuals are available on the GaDOE's website. Please use these manuals to assist in training. All manuals must be kept secure and accounted for after each use.
- e) School Coordinators should refer to the Roles/Responsibilities for all individuals being trained from the GaDOE Student Assessment Handbook including but not limited to: coordinator, principals, examiners, and proctors. Training covers each group's roles/responsibilities as documented on the sign-in sheets.

Examiner's and Proctors sign acknowledging responsibilities for testing.

## II. Topics:

- a) Arrangement of delivery of materials by the Director of Assessment to the school coordinator. The Director of Assessment and School Test Coordinator check the shipment for accuracy of the delivery. Make checks of confirmations and notations of inaccuracies. The materials list is initialed and dated with both parties retaining a copy.
- b) 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 their designated school test coordinators.
- c) School Coordinators use the Student Assessment in Georgia Schools (PSC document) to discuss the testing ethics and consequences of violations.
- d) School Coordinators use the Examiner “Must Do” page from the GaDOE’s Student Assessment Handbook as a part of the training at the school level.
- e) School Coordinators are trained in using the forms required from the GaDOE Student Assessment Handbook.
- f) School Coordinators are responsible for ensuring proper coding of test documents.
- g) School Coordinators are responsible for checking the accuracy of student information.
- h) School Coordinators are required to have test examiner’s sign materials in and out each day during test administration.
- i) Proctors are used when required. All test proctors are trained on their roles/responsibilities.
- j) 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 by the School Test Coordinator.
- k) 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.

## III. Collection of Materials

- a) Sign-in and Sign-out sheets are used to document who is responsible for each individual test booklet, the date, and number of test booklets received.
- B )Before testing documents are returned to the Director of Assessment, the school coordinator carefully accounts for all materials.
- c) During the document count, the school coordinator checks for complete information (Form Numbers, Labels, Names...) on each answer document.
- d) Once the materials are re-counted by the Director of Assessment and the School Testing Coordinator, the materials are packaged for delivery.

Principal Certification Sheets are required on all standardized tests. This document must be returned at the time of delivery of the testing materials.