

Harris County School District

CRCT Testing Security Plan

September 7, 2012

1. Mulberry Creek Elementary
2. New Mountain Hill Elementary
3. Park Elementary
4. Pine Ridge Elementary

Test Security

- ✓ School Test Coordinator will review the Test Coordinator's Manual and Test Examiner's Manual prior to testing, organize training sessions for Test Examiners & Proctors, complete school inventory, organize School Security Plan and notify the System Test Coordinator if additional materials are needed.
- ✓ Materials will be kept in secure storage before, during and after testing.
- ✓ Student Test Booklets will remain in shrink-wrapped packages as late as possible to avoid security concerns.
- ✓ School Test Coordinators will use the School Security Checklist to check materials out to Test Examiners. All materials will be returned to the School Test Coordinator for secure storage at the end of each testing session.
- ✓ Security Wafer Seals will **not** be broken until testing begins.
- ✓ Post-Test Activities will include completing the School Security Checklist, verifying that Test Examiners have returned **ALL** materials including voided documents and non-scorables.
- ✓ All Test Irregularities will be reported to the School Test Coordinator and the School Test Coordinator will report situations to the System Test Coordinator.

CONSEQUENCES FOR VIOLATING TEST SECURITY

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as the guide to ethical conduct.

The following standard addresses testing specifically:

Standard 11:

Testing - An educator shall administer State-Mandated Assessments fairly and ethically.

Unethical conduct includes but is not limited to:

1. Committing any act that breaches Test Security; and
2. Compromising the integrity of the assessment.

Reporting:

- ✓ Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner.
- ✓ Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct.
- ✓ Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (Parent, Educator, Superintendent, etc.).
- ✓ The Commission notifies local and state officials of all disciplinary actions.
- ✓ Suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

Disciplinary Action:

- ✓ The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder.

Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:

1. Unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11;
 2. Disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators;
 3. Order from a court or a request from DHR that the certificate should be suspended or denied for non-payment of child support;
 4. Notification from the GHEAC that the educator is in default and not in satisfactory repayment status on a student loan;
 5. Suspension or revocation of any professional license or certificate;
 6. Violation of any other laws and rules applicable to the profession; and
 7. Any other good and sufficient cause that renders an educator unfit for employment as an educator.
- ✓ An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide,

substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics.

- ✓ The Superintendent and the Superintendent's Designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the Superintendent and the Superintendent's Designee must hold GaPSC certification.

The Code of Ethics for Educators effective 2009 can be found at this link:

<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

Training Procedures Before Each Assessment

- ✓ Each School Test Coordinator was trained thoroughly by Dr. Christy Cabezas. School Test Coordinators were responsible for picking up testing materials prior to test day. The materials were transported back to each school and placed in a locked room that only the Test Coordinator and Principal can access. Materials remain in this room except during the inventory process and preparing answer documents (placing labels and verifying all demographic information and testing).
- ✓ Testing Materials were inventoried and confirmation was faxed to Dr. Cabezas.
- ✓ Each Testing Coordinator will have a meeting with all Faculty & Staff involved in testing not to exclude Cafeteria Staff, Custodial Staff, Paraprofessionals and Special Area teachers that will assist in small group testing.
- ✓ The meeting will address CRCT test security guidelines and explain that the Test Examiners are directly responsible for the security of the test while the materials are in their possession. Test materials must be in locked storage when not in use. At the conclusion of each day's testing, Test Examiners are responsible for returning all used and unused testing materials to the School Test Coordinator. Test materials may not remain in the classroom overnight.
- ✓ Teachers and Administrators will make sure that students are tested in a normal classroom setting. Students will be reminded of the importance of the test and encouraged to do their best.
- ✓ Test Examiners will follow the directions in the Test Examiner's Manual. Test will be administered in a uniformed manner. Test Examiners will be told at the training prior to testing that they must follow the directions exactly to ensure a standardized administration of the test.
- ✓ Test Examiners will complete the "FOR TEACHERS ONLY" section of the Student Answer Sheet.
- ✓ Accurate coding will be bubbled in for Federal and State-required reporting.
- ✓ Once testing is completed, testing materials will be accounted for and prepared for return as directed in the School and System Test Coordinator's Manual

Monitoring Procedure

- ✓ Teachers/Test Examiners will walk around the room monitoring throughout the test.
- ✓ Proctors will be provided for any class that have over 30 students. Proctors will be placed in classroom where the administration deems necessary for classrooms with fewer than 30 students.
- ✓ School Test Coordinator will monitor the building and classrooms throughout the testing window. He/She will be available to answer any questions and visit each classroom to ensure the test is being administered exactly as directed

Communicate To Teachers And Public On How To Report If A Test Or Testing Administration Has Been Compromised

- ✓ Any signs of testing irregularity must be dealt with immediately. The examiner should contact the School Testing Coordinator if any cheating or security violations are suspected. The School Test Coordinator, in turn, notifies the System Test Coordinator.
- ✓ Parents, teachers, or stakeholders may report testing irregularities within the system's nine-day Main Administration Testing Period. They should contact the School Test Coordinator which will report the incident(s) to the System Test Coordinator. The System Test Coordinator will follow proper procedure to report it to GaDOE. The GaDOE representative will make a final decision as of the outcome.

Plan For Test Material Distribution Logs And Test Materials Returning To Teachers

- ✓ Each day, the Test Examiner should check the quantities of materials provided to ensure that they are adequate for the number of students to be tested. Student Test Booklet packages may not be opened prior to test administration. These materials must always be stored in a secure place.
- ✓ Teachers must complete sign-out/sign-in sheet with date and time each day for the test material on *the Georgia CRCT Operational SP12 Security Checklist* and when returned the Test Coordinator must recount verifying with signature that all signed out materials with the exact number of booklets and answer documents he/she distributed to that teacher have been returned.