

# Test Dissemination, Administration, Security and Communication Plan

*Morgan County Charter School System*

*Revised July 16, 2021*

The Morgan County Charter School system acknowledges the importance of maintaining a system of student assessment that is of the highest quality. High quality assessments must be administered in a manner characterized by integrity that is ensured only when sound procedures for security and accountability are implemented. The following test security plans and procedures are implemented by the MCCSS and are designed to be consistent with the guidance provided by the Georgia Department of Education Student Assessment Handbook and the Code of Ethics for Educators.

## **Procedures for Test Security, Administration, and Communication with the Public**

### **Communication with Public**

The security plan for the MCCSS is posted to the district website – Teaching and Learning – and available for download by any member of the public.

Before the administration of each GaDOE assessment, the school provides communication to each parent to notify them of the purpose of the assessments, administration dates, guidelines for preparing students for the assessment, contact information of the school principal and testing coordinator, and the consequences for test examiners that can result from violating test procedures.

Upon receipt of individual student reports for each GaDOE assessment, the school provides assessment results to parents. Contact information of the school principal and test coordinator for that school are sent to parents to address questions or concerns.

### **Test Training, Monitoring and Administration**

The System Test Coordinator provides training to School Test Coordinators who, in turn, provide training to test examiners and proctors in regard to the Code of Ethics for Educators established by the Professional Standards Commission. The standards pertaining to professional practice include the following:

**Standard 4: Misrepresentation or Falsification** - An educator should exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to: 3. falsifying, misrepresenting, omitting or erroneously reporting information regarding the evaluation of students and/or personnel;

**Standard 7: Confidential Information** - An educator should comply with state and federal laws and local school board/governing board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to: 3. Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.;

**Standard 9: Failure to Make a Required Report** - An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to: 2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge 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.*

**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.*

These standards of ethical conduct regarding student assessment are reviewed annually with educators. The consequences for violation of these ethical standards are also reviewed and publicized. Possible consequences include revocation of the professional certification of violators.

### **Training for School Test Coordinators**

The System Test Coordinator participates in trainings conducted by the Office of Curriculum, Instruction, and Assessment of the Georgia Department of Education for each of the assessment programs administered by the state. The System test Coordinator, in turn, conducts training for the designated School Test Coordinators. The overarching goal of these training activities is to provide information so that student testing is conducted with integrity and in a way that establishes confidence that the results are valid and can be used to accurately gauge student achievement and to improve instruction. The content of these trainings includes applicable information shared in the DOE training sessions, special information in regard to providing special accommodations, instructions to complete necessary coding of answer documents, specific procedures related to the administration of each assessment that are included in the examiner's manual, information in regard to the training of examiners and proctors, and other pertinent information. Also included in each of these test specific training opportunities is information in regard to test security and professional practice. Topics covered include the secure storage, and handling of test materials, instructions for maintaining assessment integrity, a review of possible testing irregularities/invalidations, guidelines to avoid testing irregularities, procedures to report testing irregularities, and a review of professional ethics as it relates to student assessment.

### **Professional Ethics**

*The Professional Standards Commission has specifically identified the following breaches of professional ethics related to testing:*

- *Gives examinees access to test questions prior to testing;*
  - *Copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets;*
  - *Coaches examinees during testing, or alters or interferes with examinees' responses in any way;*
  - *Makes answers available to examinees;*
  - *Fails to follow security regulations for distribution and return of secure test materials as directed, or fails to account for all secure test materials before, during, and after testing;*
  - *Uses the secure test booklets for any purpose other than examination; or*
  - *Participates in, directs, aids, counsels, assists, encourages, or fails to report any of these prohibited acts.*
- Certified staff suspected of having participated in any of these activities may be referred to the PSC and face possible sanctions.*

School Test Coordinators, in turn, provide training at schools for test examiners and proctors that includes information specific to testing procedures for the school. In addition to the test coordinator, either or

both the principal or assistant principal attends each training session and sign in sheets are kept by the test coordinator. During the training sessions:

- The test coordinator reviews testing procedures.
- Procedures for beginning, conducting, and ending each testing period are reviewed.
- Each staff member is provided a copy of the examiner's manual.
- Sign-in sheets are maintained for the testing sessions.
- Teachers are told they are expected to be circulating the room and monitoring students rather than behind their desks.

School Test Coordinators will produce and distribute a dated agenda for all training activities. In addition, a record of all educators participating in training will be maintained by each School Test Coordinator.

### **Distribution and return of Testing Materials**

The distribution and return of testing materials is designed to maintain their security at each point of transfer. Each school maintains all testing materials in a secure manner. Test materials are stored in a secure location at all times. Key access to the secured room is limited to only a few individuals in the building such as the testing coordinator and the principal.

**Vendor ↔ System Test Coordinator:** All test materials are received from vendors by the System Test Coordinator in the manner prescribed by the State that is particular to the specific testing program. As soon as is possible, the System Test Coordinator, in turn, distributes test materials intended for schools in person directly to School Test Coordinators. In the event that test materials cannot be distributed to schools on the day that they are received in the system, the materials are securely stored as described in a subsequent section of this document (See Storage and Disposal of Testing Materials). Overage materials that are intended to be retained by the system and distributed to schools as necessary are stored in the same manner. At the completion of testing when testing materials are back in the possession of the System Test Coordinator, they are stored as described. In the secure environment, scorable and nonscorable test materials are prepared for shipment to vendors as prescribed in the system/school coordinator manual for each assessment program.

**System Test Coordinator ↔ School Test Coordinator:** At the time of delivery of assessment materials to schools, confirmation of receipt is completed with the school coordinator signing off on each line of the school packing list. School Test Coordinators also sign off on the number of boxes received in the shipment. Special attention is paid to confirming the number of each material received and, when applicable, confirming that test material security numbers on the packing list match those of the actual materials received. In the event that any discrepancy is discovered, it is communicated to the testing vendor and coordinator of the testing program at the Georgia DOE. The delivery of any additional materials to the school that were not included in the original shipment are confirmed with the signature of the School Test Coordinator using a form that includes the date of distribution, a description of the material, the number of materials, and, when applicable, the security numbers of the materials. At the point that testing is complete, test materials are returned to the System Test Coordinator who confirms receipt by signing off on each line of the original packing list and, if applicable, the form accompanying the distribution of additional testing materials that were delivered at any time other than during the original delivery. Any discrepancy is resolved at the point of transfer.

**School Test Coordinator ↔ Examiner:** To limit the amount of time that secure test materials are in the possession of test examiners, transfer of testing materials to test examiners occurs no sooner before the

beginning of testing sessions than is required by the demands of the particular assessment program. In turn, examiners are instructed to return testing materials to the School Test Coordinator immediately after testing is terminated and testing materials have been collected from students. Test Security Logs are maintained to document transfer of testing materials between the School Test Coordinator and Examiner. The test security log lists the date of transfer, a description of the materials being transferred, the number of materials being transferred, and, if applicable, the security numbers of test materials being transferred. When materials are checked out by Examiners, they must, in the presence of the School Test Coordinator, sign, and time stamp the form confirming the distribution. When the materials are returned, the School Test Coordinator must sign and time stamp the form confirming the return of the materials. Any discrepancy is resolved at the point of transfer.

#### **Disposal of Testing Materials:**

In regard to some testing programs, the State DOE directs schools systems to securely dispose of some testing materials. In these cases, all materials are collected from schools by the system test coordinator and disposed appropriately.

#### **Monitoring of Assessment Activities:**

The monitoring of assessment activities is primarily the responsibility of school building administrators. The Principal and School Test Coordinator must confirm that assessment procedures have been adhered to by signing the Principal's Certification form at the completion of each administration and once testing materials are confirmed to have been returned to the system. In addition, the System Test Coordinator monitors assessment activities at schools by performing random visits and observations during test administration.

#### **Response to Reports of Irregularities and/or Security Breaches**

The Morgan County Charter School System responds to testing irregularities and security breaches in a timely manner and in a way that establishes the validity of assessments and ensures accountability.

#### **Reporting of Irregularities:**

Any educator with knowledge of a suspected testing irregularity is expected to report the suspected irregularity following the procedures established by the Professional Standards Commission, the Georgia Department of Education and the Morgan County Charter School System. Failure to report is considered a violation of the Educator Code of Ethics. Examiners and test Proctors are instructed to immediately report possible irregularities and security breaches to the School Test Coordinator who, in turn, must report to the System Test Coordinator. The System Test Coordinator will provide guidance to conducting an investigation of the incident which may include obtaining written narratives from all parties involved. Materials collected related to the investigation must be gathered by the System Test Coordinator. Irregularities and security breaches must be reported by the System Test Coordinator to the appropriate GA DOE Assessment Administration Division Assessment Specialist. The System Test Coordinator will follow the instructions of the assessment specialist who may provide guidance in the investigation, suggest a course of action to respond to the irregularity and/or security breach, give instructions for recording the incident on the GA DOE secure portal, provide the appropriate codes if the incident is deemed to be an irregularity and/or requires the invalidation of an assessment, and make a recommendation for a report to the Professional Standards Commission if deemed appropriate. At the completion of each testing administration, the principal of each school completes a "Principal Certification Form" that ensures that all prescribed test administration procedures were followed.

**Consequences for Failure to Follow Prescribed Procedures and/or Violations of Professional Ethics:** All school system personnel are expected to follow prescribed procedures and to operate within ethical guidelines in regard student assessment. Failure to do so can result in the full variety of disciplinary actions up to and including termination of employment. Violations of Professional Ethics will be reported to the Professional Standards Commission who may implement a variety of sanctions that can include revocation of the professional credentials of offending educators.