

Hart County Charter System Testing Plan

System Testing Coordinator: Jennifer Carter

The Hart County Charter System conducts assessments as required by federal and state law. It is in compliance with ESEA and Georgia law relative to student assessment and data reporting. The Hart County Charter System interacts with state and federal agencies relative to the assessment program and accountability mandates. The testing department handles assessment documents and reports including secure test materials, individual student score reports, and school/district data reports in both paper and electronic formats. The Hart County Charter System delivers ongoing training/guidance related to the assessment program, assessment data, and accountability mandates to all stakeholders.

Training Plan

I. Materials

- a) Updates on the student assessment handbook, accommodations manual, and all mandated assessments are provided by the system testing coordinator to school testing coordinators during face-to-face meetings, which are held at the Board of Education office.
- b) GaDOE created webinars, powerpoint presentations, and assessment newsletters; testing coordinator and/or test examiner manuals; the student assessment handbook; and the accommodations manual are used as training materials; the materials serve as useful references/resources for school testing coordinators. All materials are provided electronically and in paper format.
- c) Sign-in sheets are generated and completed for all training sessions.
- d) School testing coordinators are responsible for redelivering the contents of each training session to test examiners and proctors.
- e) Sign-in sheets are completed for school level training sessions and returned to the system testing coordinator.
- f) As part of one training session, school testing coordinators are required to review the roles/responsibilities for all individuals being trained: coordinator, principals, examiners, and proctors. Roles/responsibilities for each are outlined in the Georgia Student Assessment Handbook. Following this review, all examiners are required to read, sign, and date the Test Security Information for Teachers/Examiners; this three page form is located in the Georgia Student Assessment Handbook. All signed forms remain in the school testing coordinator's office; samples of the signed documents are sent to the system testing coordinator.

II. Topics

- a) When assessment materials arrive at the central office, the materials are inventoried by the system testing coordinator with the help of his/her administrative assistant. Discrepancies are reported and resolved immediately following the guidelines provided

in the system testing coordinator's manual. Materials are kept in a secure location until placed in the hands of school testing coordinators.

- b) When school testing coordinators arrive at the central office for their testing materials, they are required to inventory their materials. Materials are not removed from the central office until discrepancies are resolved. In other words, the inventory results of the school testing coordinators must match the inventory results of the system testing coordinator before materials are taken from the central office to the schools.
 - c) 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 his/her designated school testing coordinator. Therefore, the school testing coordinator will use the professional ethics section of the Georgia Student Assessment Handbook to discuss the relationship between testing violations and professional ethics (standard 10) as well as consequences associated with violations.
 - d) School testing coordinators are responsible for completing security checklists.
 - e) School testing coordinators are responsible for ensuring proper coding of test documents.
 - f) School testing coordinators are responsible for checking the accuracy of student information.
 - g) School testing coordinators are required to have test examiners sign materials, including test tickets, in and out each day during test administration.
 - h) Proctors are used when required. All test proctors are trained on their roles/responsibilities.
 - i) Testing procedures are clearly articulated to ensure a smooth and problem-free test administration. Schedules, small groups, location assignments, and special directions are distributed and explained prior to test administration.
 - j) Accommodations are well documented and clearly explained to the school testing coordinator by special education teachers and ESOL teachers. School testing coordinators carefully check IEPs, IAPs, and 504 plans to ensure students are provided appropriate and accurate accommodations for each assessment. When examiners are testing students requiring accommodations and the students are not on their daily caseloads, the school testing coordinator clearly explains the accommodations to the examiners prior to testing.
 - k) Testing materials, including test tickets, are kept under lock and key at all times.
 - l) School testing coordinators are responsible for following transcription procedures as outlined in the state's student assessment handbook.
- III. Collection of Materials
- a) Daily sign-in and sign-out sheets are used to document examiners responsible for testing materials, including test tickets.
 - b) Before testing documents are returned to the system testing coordinator, the school testing coordinators account for all materials.

- c) During their document counts, the school testing coordinators ensure test booklets and answer documents contain all pertinent information (form numbers, labels, first and last names, SRCs, accommodations, etc.).
- d) School testing coordinators return testing materials to the system testing coordinator; upon receipt of materials, the system testing coordinator inventories received materials.
- e) A Principal's Certification sheet is required for each standardized assessment. This document is provided to the system testing coordinator by each school testing coordinator at the time he/she returns completed testing materials to the central office. All certification forms are filed at the central office.