

## **ASSESSMENT PROGRAM**

The Washington County School System shall provide a comprehensive assessment program which is designed to yield results that can be used for student placement, diagnosis of strengths and weaknesses, evaluation of programs and curricula, and accountability to all stakeholders. Assessments shall be both formative and summative and shall include norm-referenced, criterion-referenced and performance-based assessments. The School System shall adhere to all written regulations and procedures established by the State related to testing and test administration, including test security, use of test results, and official testing dates.

Testing services will be limited to those students who are enrolled in the Washington County School System or who are residents of Washington County and are receiving services under IDEA or the Americans with Disabilities Act. Accommodations will be provided as specified in an Individualized Education Program, an English Language Learner Plan, or a Section 504 Individual Accommodation Plan.

Students transferring from a Home Study Program will be tested for grade/course placement. High School credit for any course requiring the state-mandated Georgia Milestones End of Course Tests will be granted to a home study student only if the student passes the Georgia Milestones End of Course Test.

Individual student assessment scores shall be confidential and shall be made available only to the student, the student's parent(s) or legal guardian(s), appropriate School System personnel, and any mandated state or federal entity. Student test scores shall become a part of the student's permanent record.

The mandatory state assessments include:

GRADE	ASSESSMENT
K	GKIDS
3	Georgia Milestones End of Grade
4	Georgia Milestones End of Grade
4	NAEP
5	Georgia Milestones End of Grade
6	Georgia Milestones End of Grade
7	Georgia Milestones End of Grade
8	Georgia Milestones End of Grade
8	NAEP
12	NAEP
9-12	Georgia Milestones End of Course
K, 3-8, & 11	GAA
K-12 1-12	ACCESS for ELLs Alternate ACCESS for ELLs

## **TEST SECURITY**

In order to fulfill the purpose and maintain integrity of the assessment program in the Washington County School System, test security must be established. Test materials are kept secure before, during, and after testing and scoring to ensure fair assessment of all students. All testing materials are stored in a secure location at the board office. To further ensure the integrity and security of the assessment program in Washington County, School Test Coordinators are trained by the System Test Coordinator on a *Best Practices for State Mandated Student Assessment Checklist*. The System Test Coordinator is responsible for all test security.

The System Test Coordinator distributes testing materials to the School Test Coordinator of each school before testing is to begin. The School Test Coordinator and School principal, in cooperation with the System Test Coordinator, are responsible for test storage and security once the tests are distributed to schools. No student, teacher, or other school personnel may have access to test booklets or questions prior to testing. Whenever tests or administration materials are not in use, they must be stored in a secure locked location with restricted access.

Occurrences that violate test security risk damage to test integrity and could result in the invalidation of a system's test scores. 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. 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.

## **TEST MATERIALS DISTRIBUTION**

The System Test Coordinator receives testing materials from the GaDOE at a designated time and place and maintains them in a secure location. The School Test Coordinator receives the test materials from the System Test Coordinator and verifies number received. The School Test Coordinator ensures all materials are stored in a secure, locked location with restricted access at the school. The School Test Coordinator distributes test materials to and collects from each examiner on the testing days. Examiners must sign out (date and time) materials each testing day shortly before testing begins and return (sign, date, and time) materials immediately after testing each day. The School Test Coordinator counts materials returned from Examiners each day and accounts for all materials distributed each day of testing. The School Test Coordinator returns all testing materials to the System Test Coordinator as soon as possible, but not later than three days after all test administration has been completed. The System Test Coordinator inventories all testing materials received back from the School Test Coordinator and prepares the answer documents to be shipped back to the GaDOE for scoring.

## **ASSESSMENT TRAINING**

All employees of the Washington County School System involved in testing are responsible for reviewing and following all procedures in the Student Assessment Handbook as written by the GaDOE Assessment and Accountability Department. A copy of the Student Assessment Handbook can be downloaded from the GaDOE's webpage.

The System Test Coordinator will participate in assessment webinars as scheduled by the GaDOE. The System Test Coordinator will train all system/school personnel involved in test administration, including School Test Coordinators, examiners, proctors, and any others who have responsibilities related to testing and/or testing materials. The School Test Coordinator conducts orientation and training sessions for Examiners and Proctors of each test administration.

## **MONITORING ASSESSMENT ADMINISTRATION CONDITIONS**

During state testing administrations, the System Test Coordinator is responsible for monitoring all test administrations to ensure that all procedures are being followed. The System Test Coordinator will visit the school testing sites on test administration days to observe that all procedures are being followed. At times when the System Test Coordinator is not at the testing sites, School Test Coordinators are able to communicate with the System Test Coordinator either through e-mail or phone.

\*\* [2015-2016 STUDENT ASSESSMENT HANDBOOK](#)

\*\* [STATE BOARD RULE 160-3-1-.07 TESTING PROGRAMS-STUDENT ASSESSMENT](#)

### Contact Information

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