Chattooga County Schools

Assessment Security Procedures including Security

**Procedure**

Chattooga County Schools assure adequate security of the testing materials before, during and after testing and during scoring as required by the Georgia Department of Education. Testing procedures, rules and regulations used by Chattooga County Schools are in accordance with the “**Georgia Student Assessment Program Student Assessment Handbook**” which can be found on the Georgia Department of Education (GA DOE) website.

Guidelines in the handbook include, but are not limited to, monitoring assessment administration conditions, procedures for test materials distribution, test materials return, security and accountability security breaches, record keeping strategies, testing irregularities and reporting testing irregularities.

The purpose of the Georgia Student Assessment Program is to measure student achievement of the state mandated curriculum, to identify students failing to achieve mastery of content, to provide teachers with diagnostic information and to assist school systems in identifying strengths and weaknesses in order to establish priorities in planning educational programs.

Chattooga County recognizes that system-wide testing acts as an accountability measure for the school system. Information gathered from student testing supports differentiated instruction and performance measures for all students.

The superintendent shall designate a System Test Coordinator to oversee all District testing and assessment programs. All test and assessments shall be properly secured, administered, graded and reported as required by the instructions, rules, regulations or standards applicable to the particular test or assessment.

**Security and Accountability Security Breaches**

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 GA DOE as inappropriate use or handling of tests and will be treated as such. Below are guidelines to assist system personnel in determining which activities might compromise test security or score validity. Please note that this list is not closed-ended. Any concern regarding test security must be reported to the GA DOE immediately. Assessment Administration Division staff members are available to help system personnel develop and implement appropriate test security procedures.

It is a breach of test security if anyone performs any of the following:

* Coaches examinees during testing, alters or interferes with examinees’ responses in any way;
* Gives examinees access to test questions or prompts prior to testing;
* Copies, reproduces, or uses in any manner inconsistent with test security regulations all or any portion of secure test booklets;
* Makes answers available to examinees;
* Reads or reviews test questions before, during (unless specified in the IEP, IAP or ELL/TCP) or after testing;
* Questions students about test content after the test administration;
* 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 (NOTE: lost test booklets constitute a breach of test security and will result in a referral to PSC);
* Uses or handles secure test booklets and answer documents for any purpose other than examination;
* Fails to follow administration directions for the test;
* Participates in, directs, aids, counsels, assists, encourages, or fails to report any of the prohibited acts;
* Erases, marks answers or alters responses on an answer document.

Failure to safeguard test materials or to comply with test administration procedures could adversely affect an employee’s certification status. Such must be reported to the GA DOE and may be referred to the Educator’s Ethics Division of the Professional Standards Commission as failure to adhere to established policies and procedures. Under no circumstances may any test be reproduced or duplicated for individual or group use unless authorized by the GA DOE. Failure to comply with the U.S. Copyright Laws protecting these materials could result in legal action. Any instance of violation of copyright laws must be reported immediately to the GA DOE.