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TEST ADMINISTRATION

- Figure C.1.1: Fall 2022 Assessment Conference Part 1
- Figure C.1.2: Fall 2022 Assessment Conference Part 2
- Figure C.1.3: *Student Assessment Handbook* Table of Contents
- Figure C.1.4: EOG and EOC Spring Pre-Administration Workshop
- Figure C.1.5: EOC Winter 2022 and Spring 2023 Mid-Month Pre-Administration Workshop

Figure C.1.1: Fall 2022 Assessment Conference Part 1

Fall Assessment Conference – Part 1
Welcome!
Teams Toolbar Options

1

Fall Assessment Conference – Part 1
Webinar Recordings
• This PPT is currently found on the Resources webpage.
• Recordings are now shared through a single link that takes you to a folder of prior webinars.
• Recordings are available a day after the live session.
• The link to the webinar recording folder will be available within the Assessment Update.
• Webinar Recordings

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Fall Assessment Conference – Part 1
Fall Assessment Conference
Part 1
July 20, 2022

3

Fall Assessment Conference – Part 1
Agenda
• Welcome
• Assessment Requirements
• Test Security
• General Assessment Guidance
• District/School Assessment Plans
• Student Data Privacy
• Overview of Assessments
• Summative Assessments
• Formative Assessments and Resources
• Questions and Closing

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Fall Assessment Conference – Part 1
Assessment Requirements

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Fall Assessment Conference – Part 1
A More Balanced Approach to Assessment
• Opportunity to spend a greater amount of time on instruction and student learning
• Increase in formative assessment resources
• Increase in professional learning opportunities
• Increase in understanding of summative data
• Increase in overall instructional time
• Redirecting time and resources toward supporting and improving student learning while maintaining purposeful and meaningful assessments throughout the school year.

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Fall Assessment Conference – Part 1
Participation of Students
SAH p. 58
Assessment Requirements
• Both state and federal law require each local system to assess all students, including students with disabilities and English learners, using SBOE-designated assessment instruments, as required.
• An IEP team, under limited circumstances and in accordance with GaDOE and federal guidelines, may consider the SBOE-approved alternate assessment for a small number of students with the most significant cognitive disabilities (approximately 1%) who receive special education services and are unable to participate in the general assessment.
• All EL students must participate annually in the state-adopted English proficiency assessment.
• SBOE Rule 160-3-1-.07; 160-4-7-.02

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Fall Assessment Conference – Part 1
Federal and State Requirements for Assessment
SAH p. 16
Grade
Assessment
Testing Window

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Fall Assessment Conference – Part 1
Federal and State Requirements for Assessment
Grade
Assessment
Testing Dates
Middle/ High School
Georgia Milestones End of Course
• American Literature and Composition
• Algebra, Coordinate Algebra
• Biology
• U.S. History (state requirement)

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Fall Assessment Conference – Part 1
Testing/Assessment > For Educators
testing.gadoe.org

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Fall Assessment Conference – Part 1
Communication Protocol
SAH p. 18
Location
Communication

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Fall Assessment Conference – Part 1
Quiz
True or False
All EL students may waive the Georgia Milestones ELA assessment during the first year in the US.
FALSE

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Figure C.1.2: Fall 2022 Assessment Conference Part 2

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Figure C.1.4: EOG and EOC Spring Pre-Administration Workshop

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Appendix C

Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Code of Ethics for Georgia Educators
SAH p. 32 Code of Ethics for Georgia Educators
Standard 10: 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.
GaPSC Ethics Division (January 2022)
GaPSC Video Training Resources
https://www.gapsc.com/Ethics/Ethics_Resources.aspx
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Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Prevention of Test Security Breaches
SAH pp. 33-37
Prevention of Test Security Breaches
Development and implementation of security training and related materials for all personnel involved in the testing process
Use of security, confidentiality, attestation, and nondisclosure agreements
Defining and implementing security plans for administration of assessments
Protection of student assessment records and other sensitive personal student data
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Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Reporting of Testing Irregularities
SAH pp. 37-43
• All personnel must follow protocol for testing irregularities
• Testing irregularities must be dealt with immediately
• All irregularities must be reported to the GaDOE
• Coding provided by GaDOE must be entered into the INSIGHT portal.
Test Examiner
School Test Coordinator
System Test Coordinator
GaDOE
TIP Approval and Code Assignment
Keep Principal Informed
Joe Blessing: SP-1
Brian Collier: SP-4
Missy Shealy: SP-3
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Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Proactive Test Monitoring
SAH – Incident Reporting Guide pp. 158-168
• Active monitoring maintains control of the testing environment and keeps students on task.
• How should a Test Examiner or Proctor proactively monitor testing?
• If a student is acting suspiciously, don't wait to catch them in the act. Redirect and/or move the student, if appropriate.
• Watch for wandering eyes and shifting postures. Use proximity to head off those potential issues.
• Follow TAM guidelines for unapproved devices *before* testing begins. Report any suspicions or confirmed cheating incidents to SchTC for investigation.
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Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Lessons Learned from 2021-2022
Consider the following actions to minimize irregularities in these four categories:
Testing Interruption
• Monitor student attendance
• Ensure student participation in make-ups
• Ensure network and technology readiness
• Avoid all bells and unnecessary alarms where possible
Test Administration Error – Adult
• Train Test Examiners
• Provide class rosters and student accommodations to Test Examiners
• Provide a procedure for distribution of test tickets
• Check that students are taking the correct EOC and are not taking an EOC for a course in which they are not enrolled
Test Administration Error – Student
• Ensure students receive the correct test ticket
• Ensure students have an opportunity to practice test items and accommodations in Experience Online Testing Georgia
• Ensure cell phone and calculator policies are followed
Student Cheating/Sharing Test Content
• Ensure devices and/or instructional materials with test content are collected from students
• Use proximity strategies to manage potential incidents
• Redirect/Move students, as necessary to avoid and manage potential incidents
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Test Setup & Pre-Admin Spring/Summer 2023 EOC/EOG
Irregularity Prevention
Understanding the Responsibility to Minimize Risks – Adults
• Know what accommodations students are scheduled to receive prior to testing
• Read directions and script from Test Administration Manuals word-for-word
• Do NOT review any student responses
Understanding the Responsibility to Minimize Risks – Students
• Familiarize students with the online testing platform including the use of universal tools and online accommodations
• Ensure students understand test directions before testing begins
• Students should be aware about unique feature of assessments
• Constructed response items including the REBW test
• How to work through the No-calculator section properly
• Inform students when and where their sessions are being held
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Monitoring Functionality	DRC INSIGHT Portal Application	Status Level	Description
Test Monitoring Dashboard	Test Monitoring Application	• Student-level within a school	• Students actively testing with the current monitoring code • Real-time student status, navigation, progress, registration start time • Assigned online accommodations
Student Status Dashboard	Student Management > Student Status Dashboard	• School-level • Student-level within a school	• School-level testing status by overall status, grade, content area, assessment • Student-level status by content area, section, assessment, and includes testing times • Export option
Status Reports	Status Reports	• Student-level within a district	• Track daily testing activity by district and school. • Export Daily Cumulative Student Status Report with real-time status, assigned accommodations and testing times.

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Figure C.1.5: EOC Winter 2022 and Spring 2023 Mid-Month Pre-Administration Workshop

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Appendix C

Winter EOC 2022 Test Setup & Pre-Administration
Roles and Responsibilities
Test Security – SAH pp. 19-29
2022-2023
Student Assessment
Handbook
Superintendent/ Charter Superintendent
Principal/Administrator/ Charter Administrator
Test Examiner
Proctor
Student
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Winter EOC 2022 Test Setup & Pre-Administration
Code of Ethics for Georgia Educators
SAH p. 31 Code of Ethics for Georgia Educators
Standard 10: 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.
GaPSC Ethics Division (January 2022)
GaPSC Video Training Resources
https://www.gapsc.com/Ethics/Ethics_Resources.aspx
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Winter EOC 2022 Test Setup & Pre-Administration
Prevention of Test Security Breaches
SAH pp. 35-36
Prevention of Test Security Breaches
Development and implementation of security training and related materials for all personnel involved in the testing process
Use of security, confidentiality, attestation, and nondisclosure agreements
Defining and implementing security plans for administration of assessments
Protection of student assessment records and other sensitive personal student data
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Winter EOC 2022 Test Setup & Pre-Administration
Definitions
SAH pp. 9-13, 36
Test security breaches are actions during test administration that gives a student an unfair advantage or compromises the secure administration of the assessment.
Irregularity
Invalidation
Participation Invalidation
Did Not Attempt
Present, Test Not Attempted
Requires the completion of a TIF by the STC in the MyGaDOE Portal; Assessment Specialist provides coding
Requires the completion of a TIF by the STC in the MyGaDOE Portal; Director of Assessment/Admin provides coding
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Winter EOC 2022 Test Setup & Pre-Administration
Reporting of Testing Irregularities
SAH pp. 36-42
• All personnel must follow protocol for testing irregularities
• Testing irregularities must be dealt with immediately
• All irregularities must be reported to the GaDOE
• Coding provided by GaDOE must be entered into the INSIGHT portal.
Test Examiner
School Test Coordinator
System Test Coordinator
GaDOE
TIF Approval and Code Assignment
Keep Principal Informed
Joe Blessing: SP-1
Brian Collier: SP-4
Missy Shealy: SP-3
Testing Irregularity Dropdown Options
Accommodation Error
Accommodation Error – TTS/Oral Reading Accommodations Error – Student Refusal
Examiner Not Certified/Trained
Mishandling of Test Materials
Possible Ethical Violation
Scheduling Flexibility Request
Student Cheating/Sharing Test Content
Test Administration Error – Adult
Test Administration Error – Student
Testing Interruption
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Winter EOC 2022 Test Setup & Pre-Administration
SAH – Appendix A, Incident Reporting Guide
Test Administration Error – Adult pp. 161-163; Student Cheating/Sharing Content pp. 164-166
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Winter EOC 2022 Test Setup & Pre-Administration

Participants and Registrations Import

- **Registrations (*Test Sessions*) will be auto-generated.**
  - Teacher name in import file is used to create Registration Name. If duplicate Registration Names are created, the name will be appended with an (*) as students become available for reporting (e.g., TeacherOne, TeacherOne*, TeacherOne**).
  - Registration Names can also be manually updated after the import.
- **Test Monitoring App will be set to "Required"** through the *Participants and Registrations* import process.
  - **Restricted Access** (i.e., waiting room) will default to **"off"** through the *Participants and Registration* upload process. Please reference slides later in this presentation for steps to turn on Restricted Access if you wish to use the Restricted Access functionality.

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Winter EOC 2022 Test Setup & Pre-Administration

Participants and Registrations (MSU) File Layout Changes

- Several column names moved positions
- Removed Filler columns
- Removed Report Period, Course Section, Filler, and EOG EOC Math, EOG EOC Science, EOC ELA columns.
- Test ID position acceptable values have changed
- EL, SRC Code, and Section 504 are now required
- Migrant no longer includes acceptable value of blank
- (EOG only) Course Number includes EOG and descriptions updated to clearly indicate options per grade. (e.g., Grade 8 student with a Physical Science course number registers the student for Gr 8 - HS Physical Science and for all other grade 8 assessments.)

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Winter EOC 2022 Test Setup & Pre-Administration

Participants and Registrations Import Steps

Enter **Import Job Title**, then **Select Import Type** (Participants and Registrations). When selecting **Participants and Registrations** Import Type, a **Registration Window** (Testing Window) must be selected. Once all fields are completed, click on **Start Import**.

Be sure to upload final student accommodations prior to uploading the Participants and Registrations file and printing test tickets. Form assignments may change based on accommodations.

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Winter EOC 2022 Test Setup & Pre-Administration

Rosters Import Steps

Enter **Import Job Title**, then **Select Import Type** (Rosters). Select a **Roster Designation (EOC or EOG)**. If the roster applies to both EOC and EOG, then click on both checkboxes. Once the import details are added, click on **Start Import**.

Roster Designation

- Roster criteria must reflect teacher of record and is used for Interactive Reporting – not Registration (test sessions)
- Designation must apply to all Rosters in the file upload.
- Uniqueness criteria to create new rosters: **Teacher Email + Roster Name**
  - Roster Name within the CVS must be unique; filename has no impact.
- If the same Roster file is uploaded twice, then the original file will be overwritten.
  - Import Management screen includes new "Updates" column to notify the user if a new file upload overwrites the original roster designation.

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Winter EOC 2022 Test Setup & Pre-Administration

Rosters Import – Roster Designation

- **Roster Designation uniqueness criteria to create new rosters: Teacher Email + Roster Name**
  - File has new Rosters based on uniqueness criteria > New Rosters created.
  - File has existing Rosters based on uniqueness criteria > Existing Rosters will be overwritten.
- **Scenarios**
  - **Roster File** 1 (Designation: EOC)
    Teacher A + Roster Name A = Creates new Rosters for EOC

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Winter EOC 2022 Test Setup & Pre-Administration

Roster File Layout

BLANK IS A VALID VALUE ONLY IF THE FIELD IS NOT REQUIRED.

Ref #	Column Header	Maximum Length	Required (Y/N)	Description/Value(s)/ Constraints
1	State Student ID	12	Y	The State Student ID must already exist in DRC INSIGHT Portal for the selected District and School to be associated to a Student Group.
2	Student Last Name	35	N	The Student Name fields are included in the layout to assist the user creating the file, or DRC staff researching file errors. The fields are not used in the upload process.
3	Student First Name	35	N	
4	Teacher First Name	35	N	The Teacher Name fields are only included in the layout to assist the user creating the file, or DRC staff researching file errors. The fields are not used in the upload process.
5	Teacher Last Name	35	N	
6	Teacher Email	50	Y	The Teacher Email must already exist in DRC INSIGHT Portal for the selected District and School to be assigned to a Student Group.
7	Student Group Name	50	Y	Allowed Characters: A-Z, a-z, 0-9, spaces, hyphens (-), apostrophes

Student: Students whose data will show in reports

Teacher: Who will have access to reports

Student Group: Name for this group of students

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