



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Georgia Department of Education Teacher Assurances

As related to Teacher and Leader Keys Effectiveness Systems

Any action that compromises test/assessment security, leads to the invalidation of an assessment scores, or interferes with the components of the Teacher and Leader Keys Effectiveness System will be viewed by the Georgia Department of Education as inappropriate. In order to maintain the fidelity of TKES and LKES all teachers and administrators must adhere to the following assurances. This list is not exhaustive. Any concerns about test/assessment security or proper implementation of the TKES and LKES components must be reported to the LEA administration immediately.

Initials	Assurances
	✓ Teachers have been trained in the appropriate use of all components of the Teacher and Leader Keys Effectiveness System.
	✓ Students are prepared for the post assessment by the alignment of curriculum and instruction to the LEA content standards.
	✓ Students are appropriately informed about the assessment prior to its administration, including its purposes, uses, consequences, and how the assessment information will be judged or scored.
	✓ Students are encouraged to put forth optimal effort based on the purpose of the assessment. Results of pre assessments will be appropriately shared with students.
	✓ An appropriate testing environment is provided.
	✓ All eligible students are assessed.
	✓ All reasonable and allowable accommodations for the administration of the assessment are provided to persons with disabilities or special needs.
	✓ Appropriate security precautions are taken before, during, and after the administration of the assessment.
	✓ Reasonable quality control procedures are maintained before, during, and after administration and scoring of the assessment.
	✓ No part of the assessment is revealed to students prior to the administration and distribution of assessment occurs immediately prior to administration.
	✓ The assessment occurs during the specified schedule of administration.
	✓ The specified schedule of administration provides for make-up opportunities for students absent during the administration of the assessment.
	✓ Teacher actions before, during, or after assessments should not give any particular student or class of students an unfair advantage over others.



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	✓ All standards within the course are taught with the appropriate level of time/emphasis. No course standards are taught to the exclusion of other standards for the sole purpose of SLO attainment.
	✓ Pre and post assessment will be administered within the LEA-designated assessment windows. Assessments are scored and recorded in a timely manner as identified by LEA procedures.
	✓ Student assessments and all scoring documents are maintained according to the LEA's records retention schedule.

It is a breach of proper assessment administration if anyone performs any of the following:

	✓ Coaches examinees during testing, performance assessments, or alters or interferes with examinees' responses in any way.
	✓ Gives examinees access to assessment questions or prompts prior to administration.
	✓ Copies, reproduces, or uses in any manner inconsistent with test security regulations including all or any portion of test booklets, or assessments.
	✓ Makes answers available to examinees outside the assessment window or assessment time.
	✓ Reads or reviews test questions before, during or after testing (unless specified in the IEP, IAP or ELL/TPP).
	✓ 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 be reported using LEA designated procedures.
	✓ Uses or handles secure assessments, prompts, and/or answer documents for any purpose other than examination.
	✓ Fails to follow administration directions for the assessment.
	✓ Erases, marks answers, or alters responses on an answer document or interferes with student as they respond to computerized questions, etc.
	✓ Participates in, directs, assists, counsels, encourages or fails to report any of the above listed acts.

Failure to safeguard assessment materials or to comply with proper administration procedures could adversely affect an individual's certification status.

 Teacher Name

 Teacher Signature

 Date