

Appendix F: Test Security Information for School Test Coordinators/Examiners/Proctors

This section on security includes information that applies to test coordinators, examiners, and proctors. This information is intended to help personnel understand the procedures that test coordinators use to inform them of their responsibilities.

The need to be very careful regarding test security is critical. Test coordinators should be certain that they are aware of their responsibilities and have made everyone who assists them with test administration aware of his/her responsibilities. Staff members who are not involved in testing should also be aware of the school's responsibility for test security. Paraprofessionals, custodial staff, and others in the school who may be in classes during testing or may be in the area where tests are stored, even though they do not have direct access to tests, should be aware of security rules.

Situations may arise which call for unplanned reactions. New questions may arise about what can and what cannot be done in relationship to testing issues. Therefore, test coordinators may have to make decisions on what actions should result. Attempting to analyze each situation by asking the following questions may help to decide the proper action to take:

- Could this possibly give one student an improper or unfair advantage over others?
- Could this possibly give one teacher's class an improper or unfair advantage over others?
- Could this possibly give a student or teacher advance knowledge of the test?
- Could this possibly be considered as teaching a child a small amount of information that is known to be on the test, or is very likely to be on the test, rather than teaching skills and the entire curriculum/standards for the subject area to be tested?
- Could this possibly be considered unethical or a violation of board rule, professional teaching practices, the provisions in the GaDOE *Student Assessment Handbook*, or the instructions in the Examiner's Manual?

If the answer to any of the above was yes, then the action would be improper and should not be taken. This does not mean that teachers should not prepare students for standardized tests. They could have a daily review of skills or concepts that are to be tested. They should also be taught appropriate test-taking skills. Teachers should contact the SchTC for any questions about testing issues. If an answer is not readily available; one will be obtained from the GaDOE by the STC.

The following is a list of items to be considered prior to testing. The list **should not be** considered all-inclusive. Where applicable, the list applies to both online and paper/pencil testing environments. This document is recommended as a training resource prior to test administration.

Must Do:

Participation in Training:

- Be certain that everyone involved in the testing process has been properly trained and informed of responsibilities in the area of test security.
- Provide sign-in sheets and rosters as well as training agendas. Attendance at training must be mandatory and well-documented. **Untrained examiners must not be allowed to test.**
- All GaPSC certified examiners have been informed of the Code of Ethics for Educators related to testing and the consequences of examiner malpractice.

Test Security:

- Contact the SchTC if any question arises about tests or test security. The school principal must also be made aware of any issues involving testing or test security.

- Follow all local protocols and procedures regarding minimizing risk of testing irregularities and potential invalidations.
- Teachers should notify the SchTC of any problems that occur during testing. SchTCs should immediately notify the principal in writing of any problems and then notify the STC. If necessary, the STC will notify the GaDOE.
- Make certain that everyone involved in testing in any manner is aware of the items in this list and the list below and ensure that everyone involved in testing is aware of professional practices and the consequences of violations.

Handling of Materials:

- Keep all secure testing materials stored in a secure place accessible only by the principal and the test coordinator. The GaDOE recommends that test materials be stored in a locked cabinet in a locked room. If an adequate number of locked cabinets are not available, then test materials are to be stored in a locked room to which only the principal and test coordinator have access. Restricted access should be confirmed prior to receipt of test materials.
- Be certain that all materials issued to persons administering tests are counted carefully when given out and when returned. Keep a daily log of checkout times and return times. If a problem occurs, notify the SchTC immediately.
- Be certain that all persons receiving materials sign a checkout sheet when they receive the materials. This sheet should show date and time.
- Distribute testing materials as close to the actual testing time as possible.
- Make certain that all materials are returned immediately after the testing session. Teachers are responsible for turning them in and coordinators are responsible for verifying that they do.
- Be certain all persons returning materials sign a check-in sheet. This sheet should show date and time.
- Be certain that materials are issued only to GaPSC-certified persons who have been carefully advised of their responsibilities for test security. Only GaPSC-certified staff members who have been trained on the proper management of secure test materials/online test administrations should handle such materials.
- Be certain that the test coordinator, principal, or principal's designee is present when demographic data (name, student number, etc.) is entered on any test booklets or answer documents. This should be done in a central and well supervised location.

Student Preparation:

- Perform all necessary technology readiness checks and online student practice tests in advance of online testing.
- Adhere to calculator and electronic device policies and guidelines.

Test Administration:

- Follow instructions in the test manual exactly. This is very important because manuals change each year. Not doing so can potentially invalidate test scores.
- Take down or cover any content materials displayed in the classroom if the item could provide assistance to students during the test.
- Adhere to the expectations set forth in the *Student Assessment Handbook*, and by the local system, relative to student possession of electronic devices in the test setting.

- Teachers must collect and turn in to the SchTC any scratch paper/graph paper used during a standardized test and the SchTC should destroy it. Scratch paper/graph paper must not be used for a test if the test directions or Examiners manuals do not allow it.
- Review test tickets to ensure all students requiring testing accommodations have accurately been applied in online testing platforms and/or paper documentation.

Must Not Do:

Test Content:

- Allow anyone to see test forms, including online and paper/pencil forms, for any state-mandated test before they are administered—not even for a brief look regardless of the reason.
- Copy tests or test materials in any way—no photocopies, no handwritten copies, no electronic copies/photos, no notes may be made about/of test content, including secure GAA 2.0 responses.
- Allow anyone else to copy tests, testing materials, or make notes about test content.
- Keep tests or testing materials at the end of the testing session or the assessment window.
- Give students the answer, or any clues to the answer, to any test item.
- Make notes about test content during test administration.
- Use any information about actual test items, regardless of how it is obtained, to help students prepare for the test. Such information may not be shared with anyone for any purpose, including through social media sites and communications. This does not include appropriate sample test items, practice materials, or GaDOE publications such as Test Content Descriptions and Student Study Guides.

Test Administration:

- Enter/disrupt test settings during test administration unless necessitated by an emergency or other important need that is time sensitive.
- During instruction, teach a particular problem or bit of information because it is known to be on the test. (This does not mean that skills and concepts, which are listed in the objectives or on test profiles, should not be emphasized—they should be.)
- Add anything to, or delete anything from, the directions in the test manual. Examiners must read the script found in the Test Administration Manual exactly as written. Deviation from this violates standardized test conditions and may invalidate scores.
- Discuss test items or actual test content with anyone at any time. This does not prohibit discussions about test content descriptions/objectives, test profiles, test results, or test preparation.

Malpractice:

- Select and distribute test materials, test forms, writing prompts, etc. in a manner designed to provide a student/group of students with an advantage over others.
- Alter or interfere with a student's responses.
- Remove secure test materials from their secure storage location for reasons other than the preparation of materials for testing, actual test administration, and the completion of tasks prescribed by test administration manuals or the *Student Assessment Handbook*.

I received a copy of this three-page document (*Test Security Information for School Test Coordinators/Teachers/Examiners*) and understand that I am required to be aware of its contents and to share this information with everyone who assists me with testing.

Name: _____ **Date:** _____