BEN HILL COUNTY SCHOOL DISTRICT

ASSESSMENT SECURITY TRAINING PROCEDURES

Ben Hill County Schools implements and maintains a District-wide assessment program that incorporates standardized tests required by the Georgia Department of Education, state or federal law.

The following procedures are followed:

1. The system's **Test Security Plan** and **Consequences for Violation** is shared at the **System-wide Back-To-School Professional Training** for all employees during pre-planning. The ***Test Security Information for School Test Coordinators/Teachers/Examiners*** form from the SAH is shared and signed by staff and retained in personnel folders at the school level.

2. The System Test Coordinator participates in ALL DOE pre-administration webinars for each state mandated test (Georgia Milestones End of Grade, Georgia Milestones End of Course, ACCESS for ELLs, GAA, GKIDS, NAEP).

3. The System Test Coordinator trains the School Test Coordinators and any other school level employees that will assist the school test coordinator (counselors, administrators, instructional coaches, etc.) using the pre-administration powerpoint prior to each state mandated administration. This training is documented with a sign in sheet and agenda.

4. The School Test Coordinator in turn trains examiners and proctors using the pre-administration powerpoint. This training is documented with a sign in sheet and agenda. During this training, examiners are reminded of the **Test Security Information for School Test Coordinators/Teachers/Examiners** signed at the beginning of the school year. Any new staff will sign the form at this time. Additionally, at the conclusion of testing, examiners complete the ***Examiner's Certification of Adherence to Prescribed Test Administration Procedures*** form. These forms are retained by the School Test Coordinator.

5. Upon the completion of administering any state mandated test, the principal is required to complete the ***Principal's Certification Adherence to Prescribed Test Administration Procedures*** form. The principal keeps a copy and the original is retained by the System Test Coordinator for 5 years.

*Procedures for maintaining test security at the district, school, and classroom level are documented in the System's Test Security Plan