

**Ben Hill County School District 2018-2019**  
**Testing Security and Consequences for Violation Plan**

**District Level**

1. Testing materials are delivered from testing companies to the Ben Hill County Board of Education. Upon arrival, materials are locked in a secure room. The system testing director is responsible for opening and inventorying all testing materials. The **System Security Checklist** is initialed by the testing director to ensure that all materials are accounted for. Any discrepancy between the materials received and the packing sheet/security checklist is documented and reported to the testing company.
2. Testing materials (including online student testing tickets) remain locked in a secure room until the appropriate time for distribution to the school level, at which time they are locked in a secure room at the school level. The school testing coordinator uses the **School Security Checklist** to verify and initial that all materials were received at the school level. Any discrepancies are documented by the school testing coordinator and reported immediately to the system testing director.
3. Upon completion of testing at the school level, the school testing coordinator initials the School Security Checklist to document that all materials have been returned and retains a copy for the school level file. The signed School Security Checklist is returned to system testing director with the testing materials.
4. Returned used and unused testing materials are received by the system testing director and locked in a secure room. The system testing director inventories all items in preparation for return to the testing company. The System Security Checklist is used to verify and initial that all materials have been returned from the schools. Used and unused materials are returned to the testing company by the system testing director.

**School Level**

1. The school testing coordinator receives and verifies materials from the system testing director by initialing the **School Security Checklist**. Materials are stored in a secure room at the school level until the day of testing.
2. The school testing coordinator assembles and distributes classroom materials using the **Test Booklet Security** form provided in the testing materials. The school testing coordinator will write the student name on the security form next to the serial/barcode number.
3. Materials are distributed by the school testing coordinator on the morning of the test and teachers verify receipt of student booklets/answer documents/online test tickets on the Security form with initials.
4. Students will initial the receipt and return of their test booklet/ticket each day of testing using a class roster (9-12).
5. At the end of the testing period each day teachers return all materials to the school testing coordinator who verifies the receipt of all test booklets and answer documents or test tickets on the Security form in the presence of the teacher. Any discrepancies are immediately reported to the system testing director.
6. The school testing coordinator will lock all materials in the secure room until the next morning.
7. Once the last day of testing is complete, the school testing coordinator packages all materials according to the Test Coordinators Manual and verifies that Classroom Identification Sheets are complete and accurate.

8. The school testing coordinator returns all used and unused testing materials to the system testing director.

### **Classroom Level**

1. Teachers will receive testing materials from the school testing coordinator on the morning of the test. Teacher will initial to verify the receipt of each test booklet/ticket on the **Test Security** form. The teacher will also need to cross reference the test booklets/answer documents with his/her class roster to ensure that he/she is receiving a booklet/answer document for each student on the class roster.
2. Teachers will have each student initial next to his/her name on the class roster sheet as the booklets/answer documents/tickets are passed out and in each day (9-12).
3. At the end of the testing period each day the school testing coordinator will verify the receipt of all test booklets and answer documents/tickets from each teacher on the **Test Security** form. Any discrepancies must be reported to the system testing director.

### **Reporting of Irregularities**

***Ben Hill County School District follows guidelines set forth by the GaDOE to report irregularities.***

- Any signs of any testing irregularity must be dealt with immediately. The Examiner should contact the School Test Coordinator if any cheating or security violations are suspected. The School Test Coordinator, in turn, notifies the System Testing Director.
- The System Testing Director must call GaDOE immediately to determine if the test session can/should continue or if student scores must be invalidated (incidences of cheating will result in invalid student scores). If the decision is made to discontinue the testing process, Assessment Administration Division staff will assist system personnel with re-scheduling and/or re-testing, if appropriate. If the irregularity is revealed following the scheduled testing window, Assessment Administration Division staff should be contacted to determine if the scores on the affected tests are valid. All reports to the GaDOE should be made by the System Testing Director.

#### **Steps for Reporting a Testing Irregularity**

##### **School Testing Coordinator:**

- Communicate with the System Testing Director about a possible testing irregularity.
- System Testing Director will provide guidance to investigate the possible testing irregularity.
- Written narrative must be provided by all parties involved in the irregularity.
- Return all documentation to the System Testing Director.

##### **System Testing Director:**

- Collect Testing Irregularity Forms and documentation from School Test Coordinators
- Compile documentation for each incident reported.

- Call the assessment specialist in the Assessment Administration Division to determine appropriate coding for student answer documents. (Additional information about using the Portal to report irregularities will be shared during each pre-administration webinar.)
- Include appropriate information and documentation in the GaDOE 0385.
- The Assessment Administration Division will inform the local district if it is required to report the irregularity to the Professional Standards Commission.

### **Consequences for Violations**

All testing violations and irregularities are reported to the GaDOE . Consequences for testing violations/irregularities are handled on a case by case basis. If teacher/examiner action and/or neglect led to the irregularity and/or invalidation then disciplinary action will be taken at the local level unless the offense warrants state level (PSC) discipline based on Standard 11 in the Code of Ethics for Educators. The GaDOE will advise the system assessment director when this is necessary.

*Standard 11: 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.*

The following portion of the Code of Ethics for Educators addresses reporting requirements and disciplinary actions that may apply to the assessment and accountability process for the testing program:

*Reporting: Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.). The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.*

*Disciplinary Action: **The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder.***