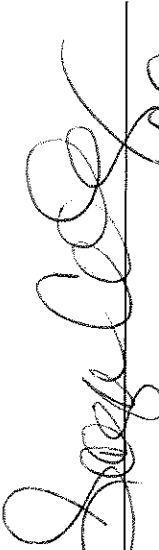

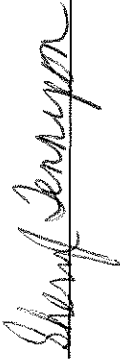


Hunt Elementary School Testing Plan

Principal: Dr. Sonya T. Coley Principal signature:  Date: 8/31/2016

Test Coordinator: Dr. Anita C. Mathis Test Coordinator signature:  Date: 8/31/2016

Asst. Test Coordinator: Sheryl Tennyson Asst. Test Coordinator signature:  Date: 8/31/2016

School Testing Team:

Name	Role
Dr. Sonya T. Coley	Principal/ Assurance
Dr. Anita C. Mathis	Assistant Principal/Testing Coordinator(planning and training)
Mrs. Kenya Fobbs	FTE Clerk(verify counts and prepare rosters)
Mrs. Sheryl Tennyson	Assistant Testing Coordinator/Counselor
Mrs. B. Basley-Miller, Miss J. Boone, and Mrs. M. Bohm	Student Services(verify accommodations)
Mrs. P. Seales, Mrs. N. Rader and Miss M. Bagley	Student Services(verify accommodations)
Mrs. T. King and Mrs. S. Gergely	ESOL(verify accommodations)

Hunt Elementary School Testing Plan

Notifications Prior to Testing			
How, when, and where will you notify parents of the upcoming test? Have you planned for needs of parents of ELL students, SWD students, etc.	Who and when will you notify the lunchroom manager, lead custodian, PE teachers, etc. of any needs during testing?	Who will notify Central Office (food service, transportation, facilities) of changes due to the testing schedule to avoid distractions due to maintenance, lawn mowing, etc.	Who will make arrangements and contacts for outside proctors (PTO members, retired teachers, etc.)
<p>There will be announcements sent to the following stakeholders:</p> <p>Mrs. Sara Mason: Community Groups and Newspaper</p> <p>Dr. Sonya Coley: One Call Parent Call Outs</p> <p>Mrs. Sarina Gergley: Translation from English to Spanish</p> <p>Mr. Kelwin Williams: Email Parents</p> <p>Mrs. Nancy Heidt: HES Website</p> <p>Testing announcements will be made one month before testing on HES Website, One Call, School Newsletter and Flyers</p>	<p>Dr. Anita C. Mathis (Assistant Principa) will notify all parties parties involved two weeks before testing.</p>	<p>Dr. Anita C. Mathis (Assistant Principal) will notify Central Office.</p> <p>Dr. Mathis will send HES testing calendar to the following:</p> <p>Mrs. Grant, Nutrition Director</p> <p>Mrs. A. Sammons, HES Cafeteria Manager</p> <p>Mr. Ben Maddox, Asst. Supt. Of Operations</p> <p>Mr. Jessie McKenzie, Maintenance</p>	<p>Mr. Kelwin Williams will arrange for outside proctors.</p> <p>Dr. Mathis will train all proctors.</p>

Hunt Elementary School Testing Plan

RECEIPT AND VERIFICATION OF MATERIALS			
Who signs for Materials?	Where are testing materials stored?	Who has access to the test storage area?	What is your policy regarding handling of test materials?
<p>All testing examiners will sign for testing materials.</p> <p>Dr. Mathis will sign for receipt of testing materials from system test coordinator and examiners.</p> <p>In the absence of Dr. Mathis, Mrs. Sheryl Tennyson will sign for materials.</p>	<p>Testing materials will be stored in testing closet of room 406.</p>	<p>Dr. Sonya T. Coley and Dr. Anita C. Mathis</p>	<p>All testing materials will be held in a secure location until ready for student test administration.</p> <p>Testing materials will be verified before leaving the testing room, by the examiner.</p> <p>Testing materials will be verified by the school test coordinator prior to returning materials.</p>

Hunt Elementary School Testing Plan

LOCAL SCHOOL TRAINING					
Who is responsible for training?	When will examiners be trained?	How will examiners be trained?	When will proctors/monitors be trained?	How will proctors/monitors be trained?	How does the additional training help prevent irregularities?
Dr. Anita C. Mathis (Testing Coordinator)	Examiners will be trained one to two week prior to test administration.	Dr. Anita C Mathis will use the system's coordinators training PowerPoint and handouts to train examiners and proctors.	Proctors and monitors will be trained at a county wide proctor training prior to test administration.	Proctors and monitors will be trained using a PowerPoint from the district level testing coordinator.	
Support Staff training: Who will be trained custodians, cafeteria staff etc..?	When will support staff be trained?	How will support staff be trained?	What special training do examiners testing students with accommodations receive?		
Custodial and office staff will be trained by the school test coordinator Dr. Mathis	Support staff will be trained with paraprofessional one or two weeks prior to testing by Dr. Anita C. Mathis	Support Staff will be trained in test security. Dr. Mathis will review the Dos and Don'ts of Testing.	Examiners, who test students with accommodations, will review additional direction on how to read the test questions by reviewing the assessment handbook.	When examiners receive the student's testing accommodations, examiners can match students with the accommodations on the accommodations matrix.	
			Small Group examiners will also receive a copy of the student's testing accommodations.		

Hunt Elementary School Testing Plan

DISTRIBUTION OF MATERIALS

How are test materials counted and prepared?	Who prepares testing rosters?	How far in advance are testing rosters prepared?	What are the procedures for students that may have different examiners throughout the test?	What are the procedures for ensuring that students get the correct form/version of the test each day?
<p>Dr. Mathis will count and verify testing materials from Mrs. Marshall. If Dr. Mathis is absent, Mrs. Tennyson will verify materials. If Dr. Mathis and Mrs. Tennyson are absent, Dr. Coley can sign for testing materials.</p> <p>Testing Tickets will be printed and will be counted by the examiners.</p>	<p>Testing rosters are exported from Infinite campus by Ms. Fobbs.</p> <p>Teachers and Dr. Mathis will verify all rosters.</p>	<p>Testing rosters will be created in early March and Verified by Teachers.</p>	<p>For testing secure, students will have the same examiners throughout the testing window. If a teacher is absent, Dr. Mathis will try to find a replacement that students know.</p> <p>To become familiar with examiners, students will take a mock test with examiners.</p>	<p>Teachers will have to sign verification sheets daily. The verification sheet will include the student's name and test form and book number.</p> <p>Once materials are assigned to a teacher, the teacher verifies the test material making certain what is received is the test being administered.</p>
<p>What are the check-in and check-out procedures?</p>	<p>What information is required on the check-in and check-out form?</p>	<p>How are the testing bins prepared?</p>	<p>How do examiners get their materials each day?</p>	<p>How test materials are returned each day?</p>
<p>Teachers verify tests when the teacher checks materials out and Dr. Mathis verifies tests when teachers return testing materials. Test</p>	<p>Examiner's name, Number of books or testing tickets, test book numbers, time out, time in,</p>	<p>Prior to testing, Teacher bins have the following"</p> <ul style="list-style-type: none"> Examiner's Name Roster Test Booklets/Tickets Answer Documents Pencils Scratch Paper Make Up Sheet Accommodation Sheet 	<p>Test Examiners pick up testing materials from the testing room.</p>	<p>Testing materials are returned daily after the testing window.</p> <p>Sign In is required after each test administration.</p>

Hunt Elementary School Testing Plan

TEST ADMINISTRATION

How do you ensure that examiners and proctors are not in the classroom with their own children or grandparents?	How do you assure that students get their appropriate accommodations?	How do you ensure that all instructional materials are removed from the wall prior to testing?	What is your plan for examiners that may need assistance during testing?	How do you plan to make sure that student answer documents and Check-out forms have the correct form number?
<p>Examiners and proctors are assigned to classrooms in advance. This gives Dr. Mathis time to verify that examiners and proctors are not assigned to classes with their relatives.</p> <p>As a precaution, proctors also have to list their relative on the proctor information sheet.</p>	<p>Dr. Mathis conducts various meeting with student services teachers.</p> <p>Dr. Mathis obtains copies of all testing accommodations for a check and balance once the accommodation matrix is completed by student service teachers.</p> <p>Dr. Mathis also requires students to have accommodations all year.</p> <p>Mrs. Tennyson shares all 504 testing accommodations. Mrs. King and Gergely share all ESOL testing accommodations.</p>	<p>All rooms are checked prior to testing</p>	<p>Proctors are used to assist examiners. Hall Monitors are utilized on each hall as well.</p> <p>During emergencies hall monitors are called to the class. If students have to use the restroom, monitors escort students to the restroom.</p>	<p>Examiners are asked to have students sign their form and cross check the form number with the form number assigned.</p>

Hunt Elementary School Testing Plan

TEST ADMINISTRATION

How do you ensure that examiners and proctors walk around the testing area routinely?	What things have the examiners and proctors been trained to look for while monitoring testing?	Who is in charge of reporting and investigating testing irregularities?	How examiners are trained on the proper procedures for "read aloud" accommodations?	How are accommodations for students verified?
<p>Hall monitors are asked to check the classroom by looking into the windows to ensure examiners are monitoring students. Dr. Mathis will also check on examiners throughout testing.</p>	<p>To make sure students are marking answers in the correct section.</p> <p>To make sure students have the correct form number and the corresponding answer document.</p> <p>To make sure students have their names on the scratch paper.</p> <p>To check all calculators</p>	<p>Dr. Mathis is responsible for notifying the principal and system test coordinator of all testing irregularities.</p> <p>Dr. Mathis conducts all investigations and shares finding with principal and system test coordinator.</p>	<p>Read Aloud Examiners receive a special set of instructions on how to read the items on the test booklet.</p> <p>Students who have read aloud online, follows the rules of the computer.</p>	<p>Dr. Mathis reviews all IEP, ELL, TCPs, and 504 Testing accommodations.</p> <p>The testing accommodations are crossed referenced with the accommodation matrix.</p>

Hunt Elementary School Testing Plan

DURING TESTING				
How do you verify that testing protocols are being followed in the testing site?	How do you handle late arrivals on testing days?	How do you handle emergencies during testing?	What are the school guidelines on staff members being in the building after hours while the tests are in the building?	How will you verify that testing materials counts match at the end of the testing session?
<p>Dr. Mathis, Dr. Coley, Hall Monitor, and Mrs. Tennyson will monitor the testing environment.</p>	<p>Students that arrive late are placed in the media center. After a break, students are allowed to enter the testing room.</p>	<p>Emergencies are handled according to protocol.</p> <p>During a drill, examiners are trained to gather test materials are students walk out the door.</p> <p>If a student is sick, examiners are to secure the testing materials.</p> <p>Examiners are trained to record all incidents on the make-up sheet.</p>	<p>Tests are locked in secure location under lock and key at all times.</p> <p>Staff in the building does not have access to test materials.</p>	<p>The test coordinator will use a sign in and sign out sheet. The examiners check materials in and out daily.</p>

Hunt Elementary School Testing Plan

AFTER TESTING

<p>How will you systematically identify students who need make up tests?</p> <p>Students who need to make up the exams will be placed on the make-up sheet. Each examiner is given a make-up sheet.</p> <p>Dr. Mathis will use the make-up sheet to create a daily make up roster.</p>	<p>What is your process for picking up testing materials following testing each day?</p> <p>At the end of each testing session, examiners will return testing materials to Dr. Mathis.</p> <p>Hall monitors will watch examiners classes, while Dr. Mathis counts in testing materials.</p>	<p>How do you ensure that materials are secured promptly upon the completion of testing each day?</p> <p>Test materials are locked in the testing closet. The office and closet doors are locked.</p> <p>The only keys to the testing closet are with Dr. Coley and Dr. Mathis</p>	<p>How do you ensure test security while in route from school to system?</p> <p>The testing materials are boxed and taped.</p> <p>Dr. Mathis will return materials to the system test coordinator.</p>	<p>How do you maintain testing confidentiality before, during and after testing?</p> <p>Examiners are trained to use secured testing materials.</p> <p>Examiners sign the security agreement and Code of Ethics documents.</p>
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Hunt Elementary School Testing Plan

COMMUNICATING TEST INFORMATION AND TESTING RESULTS

How are parent/ students notified of results?	How do you ensure that test results are filed in the permanent record in a timely manner?	What information is provided to parents prior to testing?	What are the procedures for (high school & middle school) students that return to school to test?	How are students returning to test notified of procedures?
Letters will be sent home for all students whom participated in testing. Score reports will be attached to the letter.	Teachers and Mrs. Davis will ensure scores are placed in permanent records during the check-out process at the end of the year.	Workshops on how to help students prior to the Georgia Milestones is conducted annually.	N/A	N/A
How are parents/ students notified of remediation and retest opportunities?	How parents/ students are notified of possible variance/ waiver (high school) eligibility or retention appeals (elementary and middle school)?	How is standardized test score data distributed to teachers and analyzed?	How is standardized test score data analyzed to guide decisions for your school improvement plan?	How is standardized test score data analyzed to make decisions regarding effectiveness of instructional programs?
Hunt Elementary School notify parents with a letter and follow up with phone calls.	Parents receive a letter and administrators call to schedule meetings between the parents, teachers, and administrators.	Data is analyzed to develop the school improvement plan. Each teacher is given a copy of their students test scores.	Results are disaggregated by domain and subgroups. Data is used in interventions.	Grade level teams meet to analyze data and discuss student work. The Domains that are problematic are targeted to guide instruction to build strength.